

**INTERNAL POSTING
VACANCY ANNOUNCEMENT**

Job Title: Service Unit Director – United Service Unit (USU)

Job Classification: Professional A – FSO Bargaining Unit

Supervisor: Director of Organizing and Field Services (OFS)

Location: Ocala, Florida – Extensive Travel Required

Position Summary: The Service Unit Director reports to the Director of Organizing and Field Services (OFS) or designee and assists in the day-to-day operations and programs of several local associations that are the certified bargaining agents, including contracts covering teachers and educational staff professionals. Assist in coordinating the service operations of the Service Unit, and makes reports to the unit's Service Unit Council. Provide consultation and assistance to elected leaders and members in the areas of bargaining, contract administration, grievance, arbitration, business management, membership development, leadership and organizational development, internal and external communications, governmental and political advocacy, member and human rights, education reform, internal and external organizing, and other areas of interest or concern to the organization and its members. The Service Unit Director is expected to establish and maintain a good relationship with the professional and associate staff in the Organizing and Field Service Department. United Service Unit represents members of the Citrus County Education Association, Hernando Classroom Teachers' Association, Marion Education Association, Marion Educational Support Professional Association, Sumter County Education Association, and Sumter County Essential Support Personnel Association

COMPETENCY FRAMEWORK – The incumbent must embrace, exhibit and possess the following effectiveness competencies:

- **Oral Communication** - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing presentations, listens to others; attends to nonverbal cues.
- **Self-Management/Initiative** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments promptly; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
- **Teamwork** - Encourages and facilitates cooperation, pride, trust; fosters commitment; works with others to achieve goals.
- **Written Communication** - Recognizes and uses correct grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information that is appropriate for the intended audience.
- **Planning and Evaluating** - Organizes work, sets priorities, determines resource requirements, determines goals and strategies; coordinates with other organizations, monitors progress; evaluates outcomes.
- **Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
- **Interpersonal Skills** - Shows understanding, courtesy, tact, empathy; develops and maintains relationships; deals with difficult people; relates well to people from varied backgrounds; is sensitive to individual differences.

General Responsibilities:

1. Acknowledge and support the advancement of FEA's vision, mission, and strategic goals.
2. Identify, contribute to, and support new opportunities to advance FEA's vision, mission, and strategic goals.
3. Perform all work assignments in a manner that effectively and efficiently utilizes FEA resources.
4. Contribute to and support the development and implementation of departmental and interdepartmental programs and services.
5. Perform all duties, responsibilities, and assignments within the guidelines outlined in the FSO/FEA Collective Bargaining Agreement and FEA, USU, and Local Affiliate Policies and Procedures.

Specific Duties and Responsibilities:

- Monitor and coordinate local association program implementation including communications, training, employee relations, minority concerns, instructional and professional development, membership promotion, political concerns, legislation, etc.
- Assist with local bargaining and contract enforcement.
- Provide services to local leaders as required.
- Plan, participate and present in site-based representative training to the extent possible.
- Conduct regular visits to work sites to meet and advance the training of site leadership.
- Assist leaders in developing organizing plans and create a system to measure the effectiveness.
- Assist in local program development, budget, political action/legislative initiatives and any other areas where locals seek assistance.
- The Director coordinates the Service Unit office pursuant to local policies.
- Assist with local and program evaluation.
- Maintain a positive relationship with other organizations and groups within assigned areas.
- Maintain a continuous positive relationship with local leaders and coordinating council members within the unit.
- Perform other duties as assigned by the Director of Organizing and Field Services or designee.

COMPENSATION & BENEFITS: Salary per the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on credited experience. Employer-provided hospitalization, medical, dental, vision, life and long-term disability insurance; employer-paid retirement; vacation, sick leave, and holidays.

TO APPLY: Interested applicants should email a statement of interest and updated resume to feahr@floridaea.org.

APPLICATION DEADLINE: November 14, 2018

FLORIDA EDUCATION ASSOCIATION
IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Consistent with the FEA Affirmative Action Plan, minority, female and physically challenged applicants are encouraged to apply.