



## High Desert UniServ

180 N. Main St.

Richfield, UT 84701

Phone 435-896-489 or, 888-461-9930

### **Announcement of Position Vacancy UniServ Director**

Date of Posting: January 15, 2022

Date of Closing: March 4, 2022 or until filled

#### **Unit Description**

The High Desert UniServ is a rural unit located in the Central and Southeastern part of the state. It covers 35,000 square miles. The High Desert UniServ has a membership of about 700, with a potential total of 1150. There are 10 local associations, all of which recognize that membership, recruitment, and retention are critical. A solid understanding of rural Utah communities is essential. Due to the population size of this rural unit, political action involvement can be significant. This unit includes 5 state House members and 3 state Senators.

The High Desert UniServ is a local option unit and owns its office space, which is located at 180 N Main Street in Richfield, Utah. The office is in a centralized location of the UniServ, which is surrounded by majestic mountains and offers a wide variety of cultural events and recreational opportunities. This area is well known for its National Parks and outdoor recreational opportunities.

In addition to the posted vacancy, the High Desert UniServ employs one administrative assistant. The UniServ director reports directly to the ten-member High Desert UniServ Council and the Council President.

#### **General Qualifications**

- Bachelor's degree minimum and/or equivalent work experience
- Experience in Association work – local/state elected positions, appointed positions, or staff experience preferred
- Experience in public education system and/or in an advocacy role
- Skills in advocacy and representation with knowledge of educator rights and responsibilities
- Ability to build relationships with members and a willingness to actively be in schools

- Ability to build collaborative relationships with internal and external partners
- Experience with membership recruitment and retention
- Proven effectiveness in identifying basic issues and developing solutions
- Knowledge of the political process as it relates to educators and public education
- Experience in managing other employees, including evaluating and coaching
- Effective written and oral communication skills with the expectation that correspondence will be addressed in a timely manner
- Proficient technology skills including but not limited to: Microsoft Office Suites (Word, Excel, Publisher, and Outlook) and Google Workspace (Docs, Sheets, Slides, Drive)
- Strong personal characteristics such as: the ability to prioritize and manage workload, self-directed in task completion, enthusiastic and willing to work some evenings and weekends, etc.
- Strong knowledge of budgeting and understanding of accounting systems
- Strategic thinking skills with the ability to analyze benefits and risks of proposals or plans, as well as the ability to implement them through to completion
- Willingness to be at school sites on a regular basis for member meetings, problem-solving, and advocacy
- Knowledge or willingness to learn school legal issues
- Willingness to learn and receive feedback

### **General Duties and Responsibilities**

The UniServ Director is employed by, evaluated by, and works under the direction of the High Desert UniServ Council. The UniServ Director will effectively manage the UniServ, including the ten local associations, through the following means:

- Oversee all financial aspects of the High Desert UniServ
- Oversee half time administrative assistant, who is shared with Color Country UniServ.
- Responsible for the upkeep, maintenance, and budgeting for the UniServ office building, including but not limited to managing renters and removing snow
- Maintain residency within the UniServ; can be waived depending upon mitigating circumstances
- Coordinate the work within the locals and the UniServ
- Become familiar with and understand District Policies related to licensed employees in each of the 10 local associations
- Assist members with advocacy in the work environment and possible grievance issues, including development of plans of assistance for educator remediation
- Provide consultation and support during bargaining
- Arrange for and provide specialized training and research data needed for the High Desert UniServ on topics such as membership recruitment, bargaining team skills, understanding and implementing policy, etc.
- Facilitate the creation and provision of professional development/training for members
- Prepare and present appropriate information at grievance and termination hearings at the school district level
- Available for the occasional early morning, evening, and weekend work
- Able to lift and carry 25 pounds

- Must have reliable transportation or utilize the option of driving a UniServ vehicle, have a clean driving record, and have the ability to drive to all of the locals within the UniServ
- Responsible for the upkeep, maintenance, and budgeting for the UniServ-owned vehicle
- Assist in scheduling and attend to the best of their ability UniServ and UEA meetings and events
- Participate in UEA staff meetings/training activities and NEA trainings as required
- Perform other duties assigned by the High Desert UniServ Council

## **Salary and Benefits**

Salary based on qualifications, experience, and the current local staff contract. Comprehensive contract includes a complete health insurance package, retirement benefits, vacation, and sick leave.

## **Application**

Send a letter of interest, a resume detailing essential qualifications, three references, and two confidential letters of recommendation to:

Rich Monson, UniServ President High Desert UniServ  
885 E Pinion Ridge Rd  
Blanding, UT 84511  
435-459-1401  
[richmonson78@gmail.com](mailto:richmonson78@gmail.com)

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