

DATE OF POSTING: March 6, 2017

TERMINATION DATE FOR APPLICATIONS: March 17, 2017

POSITION: **UNISERV DIRECTOR / 6-C
Sterling Heights**

COMPENSATION/BENEFITS: Per MEDA Master Agreement

STAFF RELATIONSHIP: Responsible to Marcy Felegy
Eastern Zone Field Services Director
And
Liza Parkinson, Chairperson
6-C Coordinating Council

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573
mfelegy@mea.org
And
6-C Coordinating Council
13969 Plumbrook
Sterling Heights, MI 48312
liza.parkinson@gmail.com

The UniServ Director shall be selected by, responsible to, and assigned to the Utica 6-C Coordinating Council.

RESPONSIBILITIES:

As special needs within the service area are identified which require the services of other professional staff, the UniServ director shall be responsible for:

- 1) requesting the services of other staff through the zone director;
- 2) coordinating the delivery of said staff services to the membership unit.

Local Option UniServ Director
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RESPONSIBILITIES (continued):

The director will provide general administrative, representative and consultative services to the assigned coordinating council, and the local association, in accordance with MEA policy and program. These will include, but not be limited to:

- 1) contract negotiation and implementation
- 2) leadership training
- 3) budget and program preparation and implementation
- 4) public relations and membership promotion
- 5) political action program preparation and implementation.

Build local identification with and participation in MEA and NEA programs.

Act as secretary-treasurer to the coordinating council PAC.

With the coordinating council, develop programs, policies and performance expectations for the UniServ Director position.

Operate within an assigned budget.

Represent local associations and individual members in legal and quasi-legal matters. This should include, but not be limited to:

- 1) presentation of arbitration cases and unemployment hearings;
- 2) evaluation and recommendation of cases needing the services of attorneys;
- 3) keeping alert to association activities that might lead to problems, i.e., audits, fair representation, filing tax forms, etc.;
- 4) assist in processing grievances.

In cooperation with the local association(s), develop strategies at the local level for membership retention and dues processing.

Fill the MEA obligation to the NEA Shared Services Program through arrangements made with the zone director and upon the approval of the coordinating council chairperson.

Perform all other assignments as shall be assigned from time to time by the coordinating council chairperson.

MINIMUM QUALIFICATIONS:

At least four or five years of experience in education or relevant fields.

MINIMUM QUALIFICATIONS (continued):

Experience in collective bargaining.

Master's degree preferred.

Leadership experience.

Political action involvement and experience.

Fluency in oral and written communications.

Technology and social media skills preferred.

Good health.

Organizational skills.

Good driving record and valid driver's license.