

Job Announcement
Operations Manager for Education Support Employee Association
Based in Las Vegas, Nevada

Background

Education Support Employees Association (ESEA) and the Nevada State Education Association (NSEA) are seeking qualified applicants for the position of **Operations Manager**. ESEA represents over 9,000 bargaining unit members who are employed as Education Support Professionals in the Clark County School District. NSEA serves as the statewide affiliate of the National Education Association, representing over 30 local affiliates throughout the state of Nevada.

Position Overview

The position will be appointed by mutual agreement of the Executive Director of NSEA and the ESEA President. With respect to day-to-day activities, responsibilities, and workload the Operations Manager will report directly to the ESEA Executive Board. Under the supervision of the NSEA Executive Director, the ESEA Operations Manager may direct day-to-day operations of NSEA UniServ Directors assigned to ESEA.

Roles and Responsibilities

- Under the supervision of the NSEA Executive Director, the ESEA Operations Manager may direct day-to-day operations of NSEA UniServ Directors assigned to ESEA.
 - Provide direction and assistance to UniServ Directors regarding the performance of their duties;
 - Assists members directly, as needed.
- Serve as the primary point-of-contact between the ESEA Executive Board and the ESEA Executive Director.
- Provide advice and regularly communicate the needs of ESEA to the NSEA Executive Director and other appropriate staff.
- Meet regularly with the ESEA Executive Director, if separate from the NSEA Executive Director, to communicate the needs to ESEA and provide updates on issues related to ESEA.
- Work in partnership with the ESEA President and the ESEA Executive Board.
- Assist the ESEA Executive Board in understanding its policy development responsibilities.
- Maintain good working relationships with elected officials, NSEA, the National Education Association, and other unions and community groups.
- Serve as the temporary primary back-up to UniServ Directors as required. Candidate must be able to:
 - Advise members as to their legal and contractual rights;
 - File and manage grievances;
 - Conduct Investigatory Meetings;
 - Prepare and assist in the presentation of Arbitrations;
 - Possess competency regarding NRS 288 *et. seq.* and the decisions of the Nevada Employee Management Relations Board;
 - Have a working knowledge of all federal and state labor and employment laws and regulations;
 - Carry out all other duties that are contained in the UniServ Job Description.
- Ensure that proper dues payments are made to state and national affiliates of ESEA and maintain accurate membership and dues.

- Oversee the Uniserv Directors to ensure they maintain accurate grievance records within the NEA/NSEA system and School District systems.
- Serve as the Primary Point-of-Contact for all ESEA Communications needs and provides the information to the NSEA Executive Director; such notices include, but not limited to: notices of membership meetings, membership related information, and notices to members.
- Possess competency with the requirements of the National Labor Relations Act and the decisions of the National Labor Relations Board.
- Oversee the organizing plan of ESEA and ensure that it is fully implemented.
- Ensure that all financial records of the organization are maintained and all applicable laws and requirements are met.
- Ensures that all tax filings, regulatory filings, and other legal matters are complied with.
- Conducts the monthly reconciliation of all member data and ensures that all ESEA membership and records are maintained.
- Serves as a member of the ESEA Bargaining Team, as needed.
- Any and all other duties reasonably germane to the above duties that are assigned by the ESEA Executive Board.

Required Qualifications

The successful candidate must exhibit verifiable past management experience and shall meet the following requirements:

- At least five years of experience with a labor union, which may include either staff or union governance experience.
- A combination of education and/or experience which has provided the candidate with a background in public policy, labor advocacy, and business administration.
- At least two years of experience with internal and external organization with labor unions.
- A demonstrated ability to provide day-to-day supervision of staff and comply with state and federal law, as well as human resources policies.
- A demonstrated ability to coordinate communications, public relations, and political action efforts on behalf of unions.
- Strong oral and written communication skills.
- Ability to travel as needed.
- Ability to work long, irregular hours and weekends.
- Ability to exercise excellent judgement while working under pressure.

Preferred Qualifications

- Ability to read and write Spanish.
- Supervisory experience.
- A demonstrated ability to develop and implement training for union members and leaders.
- Knowledge of CCSD HCM and other programs.
- Ability to conduct conflict resolution
- Ability to exhibit empathy

Compensation Package

Salary is highly competitive and commensurate with experience, annual salary between \$60,000 to \$80,000. Additional benefits include health insurance, retirement benefits, vacation and sick leave.

To Apply

To be considered for the position, please provide the following:

- A current resume reflecting the required qualifications for this position.
- A letter of application which specifically addresses how accomplishments in your career have prepared you to meet the challenges and opportunities presented in this position.