

PENNSYLVANIA STATE EDUCATION ASSOCIATION
NBU Job Description

Job Title: **Region Field Manager**

Reports to: **Assistant Executive Director for Field Services**

FLSA Status: **Exempt (Salaried)**

PSEA is a labor organization representing 181,000 members with an opening for a manager based in or near the Pittsburgh, PA area.

This position manages the staff assigned to two field offices and facilitates the delivery of PSEA programs. The position functions as the hands-on manager of operations, including the comprehensive union advocacy and organizing services provided by staff. The position serves as the primary communication link between the field office and Headquarters and as liaison to elected leaders in the region. The position onboards new field employees and lends leadership assistance to employees on complex issues in their service areas, such as threatened strikes, other bargaining impasse issues, decertification's, subcontracting threats, unit clarifications, impending certification elections, and other advocacy/organizing issues. The position functions as part of a larger field management team and serves on or chairs committees, workgroups, and fulfills other assigned roles.

Ideal candidates will possess an advanced degree in Labor Relations or a relevant field of study, as well as management and union advocacy/organizing experience. Candidates with a bachelor's degree will be considered if they can demonstrate high levels of experience.

Job Definition

This is a manager position responsible for planning, directing, and controlling the organization's field programs and its resources at a region level. This position manages the PSEA staff assigned to a designated geographic region(s) and facilitates the delivery of PSEA programs to the field. The Region Field Manager functions as the hands-on manager of regional operations, including the comprehensive services provided by the UniServ Representatives to the clusters in the region, Region Advocacy Coordinators, and the support services provided by associate staff. The position functions as manager of the region's professional, para-professional, and associate staff and serves as the primary communication link between the field office and Headquarters (two-way) and as liaison to region governance. The Region Field Manager may serve on or chair regional and statewide committees, consortium, and have departmental assignments within or outside PSEA.

The Region Field Manager is a strategic member of the Executive Director's management team who shares accountability in executing the Association's mission, plans, and objectives.

Span of Responsibility (Program Oversight):

1. Manages Field Operations staff on site in the assigned geographic area.
2. Supervises and evaluates all PSEA staff in areas of assignment; including the formulation, delivery, and monitoring of performance expectations for staff.
3. Responsible for staff performance in the assigned geographic area.

4. Meets and regularly observes the work of all Field Operations staff in regions of assignment.
5. Participates in the Coaching & Counseling process for all Field Operations staff in regions of assignment as outlined under the Staff Agreement and is responsible for the preparation of organizational coaching and counseling goals for the region.
6. Ensures that the regional planning process results in an effective service delivery plan.
7. Oversees the administration and operation of the physical facilities, programs, and support services of the region to maintain an effective service center.
8. Participates in staff meetings and Region Field Manager meetings and utilizes other means to keep field leadership informed of regional activities and conditions and to ensure that regional activities are properly prioritized to fulfill the Association's goals and strategic plan.
9. Provides oversight for the disbursement of monies expended for office operations.
10. Lends leadership assistance to Region Field Directors, UniServ Representatives, and other employees who have special difficulties in their clusters or regions, such as threatened strikes, decertification's, sub-contracting, impasses, unit clarifications, or impending certification elections, etc.
11. Ensures that cooperative, effective, and collegial working relationships continue among the field staff within the region and between the field staff and the elected leadership in the region.
12. Ensures that effective and cooperative support is provided to OPT and COPS for their initiatives and activities in the region, service area, and local associations.
13. Participates in, and occasionally conducts, regional staff meetings to deal with office operations and internal procedures and ensures that accurate records are maintained for the bargaining and other program activities of the clusters
14. Identifies appropriate training and professional development activities for UniServ, para-professional, and associate staff in the Region office.
15. Assists in training Field Operations staff and requesting any individualized, specialized training for PSEA staff in areas of assignment as appropriate.
16. Functions as the lead person for responding to membership service issues and as the first point of contact with Headquarters staff on sensitive region staff and operational matters in the field, serves as the critical communications (two way) conduit between Headquarters and the region, and is responsible for facilitating high level performance in the region.
17. Oversees leadership, professional and staff services as may be requested by the Executive Director or AED for Field Services.
18. Facilitates the delivery of the PSEA programs to the local level in regions of assignment; establishes and maintains continuing communications with region and/or cluster leaders and assures that their program and staffing needs are met; arranges for necessary staff assistance

from other PSEA divisions in the regions and locals of assignment to effectuate PSEA programs.

19. Attends and makes regular reports at region Executive Committee meetings and region Houses of Delegates in regions of assignment.
20. Monitors training menu program, crisis workshop program, crisis communications program, innovative bargaining program, and top priority local program delivery in regions of assignment.
21. Participates in preparing Field Operations program budget requests; assists in monitoring the programs by examining budget expenditures and policy implementation. Directs and participates in the preparation of the non-governance region's budget.
22. Participates in selecting, assigning, and evaluating Field Operations staff in regions of assignment.
23. Participates in the assessment and review of candidates interested in holding UniServ positions through the UniServ Selection process.
24. Develops and oversees entry plans for new hires and current staff who transfer into new positions and responsible for mentoring new employees.
25. Gathers concerns from local leaders and communicates them along with any policy and/or procedural recommendations to PSEA-NEA.
26. Participates in the implementation of PSEA's strategic plan.
27. Serves as part of the PSEA management team for consistent and coordinated organizational planning and implementation.
28. Makes public appearances which require oral presentations on matters of interest to the association.
29. Upon request, prepares papers, articles, general distribution letters, and other written materials which explain Association positions or instruct the membership and its leaders.
30. Performs other responsibilities assigned by the Assistant Executive Director for Field Services and the Executive Director.

Knowledge, Skills and Abilities

- Knowledge of the values, goals and mission of PSEA, tenets of unionism, and the current core issues that resonate within the public education arena.
- Knowledge of the concepts and components that constitute effective management and design.
- Knowledge of training methods and techniques that facilitate a high level of training delivery.

- Membership/Advocacy organization orientation and possession of attributes reflective of a leader supporting the values, goals and mission of PSEA, which includes the tenets of unionism, quality education, and appropriate compensation, professional development, and working conditions for teachers, other professionals and technicians, and support personnel.
- Skill in the application of all the core knowledge required in managing a state-of-the-art field operations programs.
- Skills in effectively working with, engendering cooperative support, and consulting/counseling/advising with leaders, members, and all levels of Association management, governance, and staff.
- Skills that have been well developed in effective listening, strategic thinking, advocacy, time and people management, observation, eliciting information, persuasion, and influencing.
- Mastery of verbal (both in dialogue and group presentation), professionally written, and editorial communications skills.
- Skill in directing, motivating, coaching, and mentoring professional staff, and developing and maintaining a team approach to make best use of personnel resources in attaining division objectives.
- Possession of strong analytical, problem-solving, and diagnostic skills.
- Skill in handling interpersonal disputes and minimizing the effects of conflict on future interactions and job effectiveness.
- Skill proficiency in performing desktop PC applications.
- Ability to direct others in working cohesively and productively in a team-oriented environment.
- Ability to assess interpersonal dynamics, bases of influence, undisclosed agenda, and motives of key players, spokespersons, or opponent advocates in group meetings by reacting responsibly, quickly, and decisively to the issues put forth or the observed challenges that are at hand.

Education, Experience, and Special Requirements

A bachelor's degree is required. A master's degree in an aligned discipline is preferred. Training and development in management is required. Demonstrated expertise in strategic planning, leadership, project management, supervision, and budgeting is required. Supervisory experience is desired. Knowledge of labor relations and field operations is required. Excellent interpersonal, organizational, oral communications, and written communications skills are essential.

Possession of a valid driver's operating license.

If interested in applying for this position, please email a letter of interest and resume to jobs@psea.org. The application deadline is August 5, 2020.

PSEA is an Equal Opportunity/Affirmative Action Employer.