



**Coast Federation of Classified Employees
Executive Director**

JOB DESCRIPTION. Under the direction and supervision of the Federation President, the Executive Director shall perform the following duties:

- Assist in maintaining, interpreting, and enforcing all bargaining unit contracts and MOU's (Memorandums of Understanding) pertaining to CFCE.
- Assist in negotiating collective bargaining contracts for CFCE, including designing and conducting member contract surveys, communicating negotiations updates to the membership, and collecting research related to labor contracts.
- Assist in filing grievances and unfair labor practice charges, represent members through all steps of the grievance process with assistance from legal counsel as necessary.
- Make monthly visitations to meet with the membership at each site.
- Assist in the development of organizational programs and training designed to build and support a Site Representative "Site Rep" structure.
- Assist in scheduling and conducting monthly meetings with the Executive Board, Site Reps, and others as necessary.
- Regularly attend scheduled Board of Trustee meetings.
- Remain current with all appropriate state laws, administrative rules, and regulations that impact CFCE's operations and responsibilities as the bargaining agent.
- Maintain and develop communication with key community, state, and labor leaders such as OCLF, CFT and AFT.
- Attend state and national conventions, conferences and workshops as assigned.

Other Duties include *but may not be limited to:*

- Assist in get-out-the vote and other related political activities as assigned.
 - Develop and implement a vigorous and ongoing internal membership recruitment program.
 - Supervise and maintain the membership database.
 - Serve on CFCE committees as determined and assigned by the CFCE President.
 - Carry out policies, positions, and decisions of the CFCE Executive Council as assigned.
 - Maintain the CFCE.org website with relevant and current information.
 - Participate in the building and editing of the monthly U.N.I.T.E! Newsletter.