

**IDAHO PUBLIC EMPLOYEES ASSOCIATION
JOB ANNOUNCEMENT
EXECUTIVE DIRECTOR**

IPEA MISSION STATEMENT

The Idaho Public Employees Association (IPEA) is a non-profit membership driven organization representing active and retired members from every department in state government, and every local governmental and public education entity in the State of Idaho. IPEA will protect, negotiate, and advocate for the members' rights in their workplace and in their retirement. IPEA will provide a strong and balanced voice in the legislature to enhance the rights, policies and benefits of our members.

**IPEA Executive Director
JOB DESCRIPTION**

The Executive Director works under the direction of the President and Board of Directors of the Idaho Public Employees Association and is responsible to the Board for the effective conduct of the affairs of the Association. The Executive Director participates in the Board's formulation of the Association's goals, objectives and budget. Within that framework the Executive Director plans, organizes, coordinates, and directs all programs and activities of the Association.

DUTIES

Board Support (25%)

- Attends, schedules, and prepares materials for all meetings of the IPEA Board of Directors
- Recommends items for inclusion on the agenda that requires Board or Executive Committee consideration and, where appropriate, makes recommendations for suitable action or solutions
- Oversees all financial matters of the association, reporting to the association's Finance/Executive committee on a monthly basis
- Develops and executes the annual budget, including bill paying and balancing accounts
- Implements all decisions of the Board of Directors in a timeframe set by them
- Attends working groups as directed

Membership (60%)

- Maintains and oversees a database of members
- Develops and oversees procedures for tracking membership
- Plans, develops and executes programs for the recruitment and retention of members in the Association
- Develops advertising and promotional programs to maximize the Association's exposure to potential members
- Directs and coordinates Association functions including but not limited to annual General Council, exhibits, local or regional workshops, and recruitment/informational events
- Organizes membership to participate in citizen lobbying
- Writes and distributes the quarterly newsletter

- posts to Twitter, and Facebook
- Keeps Web page current

Member workplace support (10%)

- Answers questions and responds to inquiries by members concerning evaluations, agency procedures, rules and regulations or employment with state and local governments
- Counsels members in workplace complaints including, but not limited to representing them through the problem-solving or grievance process in the workplace.
- Coordinates legal representation of members with workplace complaints when appropriate

Supervision (5%)

- Supervises contract lobbyist
- Manages counseling contracts with Stewards

KNOWLEDGE, SKILLS AND ABILITIES

Candidate will have any combination of training and experience that demonstrates competence in areas of program management/office administration, written and oral communications, and employee/employer relations. Candidate will use QuickBooks, MS office, Facebook, web posting software, and Twitter.

Candidate must be willing to work from home. IPEA will furnish computer equipment, internet/phone access, and software. Other needs to be negotiated.

Requires statewide travel

SALARY AND BENEFITS

30k/year – approximately 20 hours/week

Vacation/sick leave accrued per Idaho State employee schedule of 0-5 years' service

Holidays as observed by Idaho State employees

PERSI retirement benefits paid

Bonus for increased membership to be negotiated

HOW TO APPLY

Applications will consist of a cover letter and resume and may submitted through postal mail to:

Julie Caldwell
IPEA Selection Committee
28 Bailey Ridge Rd.
Garden Valley, ID 83622

OR electronically to caldwelltrio@msn.com

Applications must be postmarked no later than November 1, 2017 to be considered.