

JOB POSTING

Title: Executive Director

Position Number: LR 7001

Department: Vermont Labor Relations Board

Location: Montpelier, VT, US

Position Type: Exempt

Schedule Type: Full-Time

Hourly Rate: See **Salary** below

How to Apply: Email cover letter, resume and writing sample that best reflects your ability for the position to Melinda.moz-knight@vermont.gov by December 11, 2020

Overview

Professional, legal and administrative work of a demanding and responsible nature for the Labor Relations Board. The Board determines appropriate bargaining units, conducts union representation elections, and adjudicates unfair labor practice charges in cases involving relations between employers (State of Vermont, Vermont State Colleges, University of Vermont, Vermont Judiciary Department, State's Attorney offices, municipal employers, school districts, and small private employers) and their employees. In addition, with respect to the State, State Colleges, UVM, the Judiciary, and the State's Attorney offices, the Board makes final determinations on employee grievances, and finally resolves negotiations disputes.

Description

Chief administrative officer and legal counsel for the Board. Supervises the Board Clerk. Work is performed under the guidance, direction and general supervision of the Board Chairperson. Factual investigation, legal research and legal decision writing concerning labor relations matters under Board jurisdiction. Administers case flow to ensure cases are handled efficiently and expeditiously. Primary responsibility for scheduling Board hearings. Meets with parties to investigate and/or informally attempt to resolve unit determination cases, unfair labor practice charges, grievances and other cases. Provides legal counsel to Board throughout the processing of cases and at hearings. Arranges procedures for and supervises union representation elections. Monitors legislative bills and testifies on behalf of Board before legislature. Serves as liaison with agency/department heads of other state agencies. Prepares and revises publications to provide comprehensive reference sources for practitioners before the Board. Responsible for public and media relations unless otherwise directed by the Board. Conducts training sessions for

practitioners on presenting unit determination cases, unfair labor practice cases and grievances to the Board. Plans and administers labor relations conferences sponsored by the Board. Participates actively in training sessions and conferences sponsored by regional and national organizations of impartial government labor relations agencies. Overall responsibility for general administrative functions and fiscal matters. Plans, organizes, directs and reviews all budgetary and fiscal operations. Recruits, recommends for hiring, and trains Clerk. Assigns, directs, monitors, and evaluates work of Clerk.

Minimum Qualifications

Law degree required and experience in labor relations strongly preferred.

Salary and Benefits

Minimum Hiring Salary \$80,041

Maximum Hiring Salary \$100,048

Benefits include health insurance, annual and sick leave, and other state employee benefits

Equal Opportunity Statement

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.