

# FIELD SERVICES ASSISTANT

Department: Field Services  
Classification: Field Services Assistant  
Reports to: Regional Manager

## DUTIES & RESPONSIBILITIES

Works with field services staff and the local chapter leadership to deliver the highest quality service and promote active participation of members in PSE activities. As directed by Field Services Director, and/or the regional manager, will participate with the field services specialist in internal and external organizing campaigns. Assists in implementing goals, objectives and operating procedures for chapters within the parameters of state and local bylaws. Will assist with research using local, state, and national sources. Will assist in providing specifically identified chapter labor relations and administrative services. As performance dictates, may exercise independent judgment and discretion in dealing with a variety of issues affecting members and school districts. Is attentive to potential problems and works with field services staff to resolve them as quickly as possible. Promotes and works toward the accomplishment of PSE's mission within the parameters of the adopted values, policies and procedures. Functions in a spirit of friendly cooperation with other staff members in all facets of field and support operations. Constantly searches for new and better ways of providing service to PSE members and opportunities for organizational growth. Requires periodic weekend and evening hours and extensive travel to conduct PSE business. Field service assistants will have no specific chapter assignments, but will coordinate their activities with field representatives of any chapter(s) in which they may be assigned to assist. Performs other duties as assigned and directed.

## REQUIREMENTS OF POSITION

1. Bachelor's degree in labor relations, business administration, public administration, or education preferred.
2. Knowledge of the public education system, education issues, and the role classified school employees play in the education system. Demonstrated knowledge of labor organizations, labor law and contemporary labor relations trends, issues and practices.
3. Ability to listen effectively and be responsive.
4. Effective written and oral communication skills.
5. The ability to work well with people in a variety of settings and circumstances.
6. The ability to produce high quality work.
7. The ability to perform well under pressure, changing and unexpected conditions, and meet deadlines.
8. Demonstrated analytical, problem-solving, decision-making, and dispute resolution skills.
9. Demonstrated ability to apply creativity, innovation, and flexibility in pursuit of quality membership programs and services.
10. High degree of integrity and commitment to personal and organizational ethics and values.
11. Demonstrated computer literacy skills including the ability to use the internet for research purposes.
12. Willingness to participate in professional development training.
13. Possession of valid Washington driver license and willingness to use personal vehicle in course of employment.

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