

**Career Opportunity**  
**OMCE Executive Director**

The Organization of New York State Management Confidential Employees Inc. (OMCE) is seeking applicants for the position of Executive Director. OMCE is a member governed labor organization, affiliated with the OPEIU (Office and Professional Employees Union). OMCE by statute is prohibited from collective bargaining but since 1976 maintains a proud history of representing, defending and advocating for the managerial/confidential employees of the State of New York.

The Executive Director is employed by the Executive Board and serves at the pleasure of the Board. The Executive Director works closely with the Executive Board and the President.

**THE EXECUTIVE DIRECTOR**

- Provides policy recommendations to the Executive Board.
- Remains current with all appropriate state laws and administrative rules and regulations that impact the operations and responsibilities of OMCE.
- Assures that the organization website is monitored, maintained, and updated on a regular basis.
- Assists the Executive Board in organizing and maintaining financial records.
- Participates, without a formal vote, in Executive Board meetings.
- Serves as the OMCE liaison to the Office and Professional Employees International Union International and Local #153, the NYS AFL-CIO and other labor groups.
- Oversees the development and the implementation of the OMCE annual budget and approves expenditures in concert with the OMCE Board President and assists in the maintenance of all financial records.
- Provides day-to-day OMCE office management with adherence to the OMCE policies and procedures in conjunction with the OMCE Board President.
- Initiates, coordinates and delivers OMCE organizing activities and campaigns including the development and implementation of membership recruitment and leadership materials and campaigns.
- Carries out other duties related to the mission and the policies of OMCE as assigned by the Executive Board and or President.

**MINIMUM QUALIFICATIONS**

Prior, successful management experience within a Labor Organization and the administrative ability to collaborate, mentor, and lead a team is preferred. Candidates must be solution oriented, capable of conflict management, proactive, and trustworthy. Knowledge and abilities should include:

- A thorough understanding of the New York State political and legislative process coupled with the ability to develop political and legislative strategies to move OMCE's issues forward.
- Knowledge of and the ability to collaboratively execute personnel policies and labor relations procedures where/when possible with the employer.
- Proven ability to work harmoniously with others.

- Excellent organizational and interpersonal skills.
- The ability to organize and manage a large volume of information.
- The ability to speak and write clearly, concisely and persuasively to individuals or groups of people.
- Excellent judgement and discretion, ability to evaluate possible courses of action, interests of members and the organization's strategic goals.

### **DESIRED QUALIFICATIONS**

Preferred applicants should possess a minimum of a Bachelors Degree in Human Resources/Labor Relations or a related field with at least 10 years of experience in public sector employee relations in a labor or management role. Experience may be substituted for the preferred degree. The preferred applicant will be technologically savvy to move our Labor Organization forward utilizing modern technological tools and services to both serve and grow our membership.

### **SALARY & BENEFITS**

OMCE offers competitive salary and benefits including; family health, dental & vision insurance, a generous leave package, and participation in the OPEIU Local #153 (defined benefit) Participating Employer's Retirement Program.

### **APPLICATION & SELECTION PROCESS**

Candidates should e-mail their resumes to [nysomce@gmail.com](mailto:nysomce@gmail.com), **Subject ED Search** or mail to  
Attention: Evelyn Giarnella

NYS OMCE

5 Pine West Plaza, Ste. 513

Albany, NY 12205

All resumes to be considered must be received no later than **February 28, 2020**.

Selected candidates may undergo 2 or more interviews (in person or teleconference), background checks, and employment/reference verification.

A final candidate will be selected and notified no later than **March 31, 2020**.

OMCE reserves the right to adjust the above timeline as necessary to facilitate the employment of the right selected candidate.

OMCE is an equal opportunity employer.