



The San Diego Municipal Employees Association



**ANNOUNCES AN
EMPLOYMENT
OPPORTUNITY AS**

GENERAL MANAGER



The San Diego Municipal Employees Association is seeking

an experienced, progressive, resourceful, innovative, energetic manager to become General Manager.

The Organization

In 1926, MEA was founded to represent City of San Diego employees as well as port employees. As the City's largest labor union, MEA represents approximately 4,500 mostly white-collar workers employed by the City of San Diego in over 423 job classifications.

Mission Statement

The San Diego Municipal Employees Association (MEA) is dedicated to being a strong and effective advocate for San Diego City employees.

MEA is united to improve employees' standard of living and promote their fair treatment by endeavoring to fulfill MEA's guiding principles.

MEA values diversity of people and opinion, respect for one another and its independence as a union.

The Position

Under the direction of the elected Officers of the Board of Directors, the General Manager is responsible for all aspects of the business of the union, including supervising a staff of 10 employees; overseeing a \$2.5 million budget; implementing Board policies; representing the union in dealings with the media, public, elected officials, and other organizations; working closely with legal counsel on a variety of strategic and litigation issues; and designing and coordinating a political and communications program to advance the interests of members.

The General Manager creates the yearly operating budget, reviews all financial operations including investments, and provides direction to both the Board and staff on financial and operational matters.

Qualifications

College degree from an accredited four year college or university and five years direct management experience with labor organizations required.

Master's or professional graduate degree highly desirable; media and public speaking experience, with additional not-for-profit membership organizational experience preferred.

The Ideal Candidate Will Have...

- Extensive knowledge and experience with organized labor, including employee representation issues, contract negotiations and political action.
- Strong overall leadership skills, including management, strategic planning and mentoring.
- Direct experience with political campaigns, endorsements, lobbying and public relations.
- Experience working for a Board of Directors; strong interpersonal and consensus-building skills.
- Experience with the creation and oversight of multi-million dollar organizational budgets, spreadsheets and financial controls.
- Exceptionally strong written and oral communication skills, including the ability to effectively persuade and negotiate.
- Efficient and proven organizational skills; detail oriented.
- Reliable, dependable, flexible and responsive; ability to work outside of normal work schedule as needed and directed.
- Proven conflict analysis and resolution

experience at both a strategic and functional level; exceptional analytical skills.

- Proven track record as a successful negotiator, manager and problem solver.
- Ability to prioritize and manage multiple projects and responsibilities simultaneously.

Personal Characteristics

In addition to the qualifications above, the General Manager should be:

- *A charismatic leader*
- *Self confident*
- *A big picture person*
- *Flexible and decisive*
- *Entrepreneurial*
- *Results oriented*
- *An excellent communicator*
- *A team player*
- *Patient and understanding*
- *Diplomatic*
- *Energetic and enthusiastic*
- *Resourceful*

Salary & Benefits

The proposed salary range for the General Manager is \$120,000 to \$145,000. Appointment may be made within the range, depending on qualifications.

MEA also offers a competitive benefits package that includes:

- Employer paid 401(k) contribution
- Paid annual leave
- Paid holidays
- Contribution towards health, life, dental and vision insurance

Equal Opportunity Employer

San Diego Municipal Employees Association is an Equal Opportunity Employer. MEA seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

Candidates who require a reasonable accommodation in the selection process should state their needs in writing when submitting an application package.



Application Process

An application package consisting of a signed cover letter outlining qualifications, a copy of your resume, an RJA supplemental questionnaire, and a list of five professional references is required for consideration.

A questionnaire may be obtained by calling RJA at 626.447.3318 or through RJA's website. Completed application packages should be sent to:

Dr. Richard Garcia, President
RJA Management Services, Inc.
550 W. Duarte Road, Suite 6
Arcadia, CA 91007
EOE
www.rjamanagement.com

All application materials must be received by September 11, 2009.

Following the filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications.

Additional Information

Additional information about MEA may be obtained on MEA's website.

www.sdmea.org