



# ***memo:***

**\*\* PLEASE POST \*\***

TO: All PEF Offices  
FROM: Human Resources  
DATE: March 5, 2024  
RE: Management/Confidential Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: Director of Special Events  
Location: PEF Headquarters (Albany, NY)  
Category: 9 (MC)  
Salary: \$92,638.00 – Hiring Rate (minimum)  
\$116,467.00 – Step 5 (maximum)  
*PEF retains the right to increase the starting salary based on experience.*

Interested members of staff are invited to submit their resume to:

Office of Human Resources  
Public Employees Federation  
1168-70 Troy-Schenectady Road  
PO Box 12414  
Albany, NY 12212-2414  
or by e-mail to [HR@PEF.org](mailto:HR@PEF.org)

Qualifications and job description are attached. Services for this position are required immediately.

cc: Statewide Officers  
Regional Coordinators  
Trustees  
USW 9265 President

## **NYS PUBLIC EMPLOYEES FEDERATION**

### **POSITION DESCRIPTION**

**Position Title:** Director of Special Events

**Department:** Executive Offices

**Position Summary:** The incumbent of this position oversees PEF Staff for the set-up, coordination, and contracting of all special events by PEF, including, but not limited to: Executive Board meetings, training programs, conferences, workshops, Legislative Reception, and the annual Convention. The incumbent is the primary staff liaison to the PEF Convention Committee. This position is responsible for overseeing the functions associated with the annual convention including but not limited to the Headquarters Room function, staffing needs and activities, the registration activities, and all special functions/meetings. The incumbent is actively involved in the overseeing the preparation of Executive Board meeting agendas, the meeting packets, contracting for meeting space, overseeing the distribution of meeting packets, noting follow up actions and charges to be accomplished, and preparation of meeting minutes for Board approval.

**Qualifications:** Minimum five years' experience as an Event Coordinator and/or Hotel/Resort Event Scheduler/planner. Supervisory experience is desired.

**Key Functions:**

- \*1. Oversees the administration and set-up of PEF Special Events, including but not limited to: Executive Board meetings, training programs, conferences, workshops, Legislative Reception, and the annual Convention.
- \*2. Meets with the President and Secretary-Treasurer, or their designees, to prepare agenda for Executive Board meetings.
- \*3. Shall obtain final approval from the President for calling of Executive Board meetings, the Annual PEF Convention, and other events/meetings as may be required.
- \*4. Liaison with the court stenographer and parliamentarian
- \*5. Maintains database of all actions to be completed for Convention in order to chart assignments and deadlines. Works with Convention Committee, Finance, Communications, Divisions, MIS, Education and Training, Contract Administration, Membership Benefits Program and Statewide Facilities to determine tasks and timeframes, timeline, and deadlines.
- \*6. Work with MIS to create an online registration program for Convention delegates.

- \*7. Review billing and catering statements for accuracy and oversee assignments of charges to appropriate accounts (committees, departments, etc.) and approve payment.
- \*8. Work with Account Representatives with hotels statewide to establish contracts, negotiate rates and maintain direct billing accounts.
- \*9. Oversees staff assigned to registration and housing arrangements for national conferences and conventions attended by Statewide Officers, members, and staff. (AFT, SEIU, AFL-CIO, etc.)
- \*10. Oversees staff coordination of legislative receptions and conferences, such as the Black and Puerto Rican Caucus and Somos El Futuro, including hotel arrangements, training needs, meeting rooms, and invitations.
- \*11. As the initial point person for PEF, request proposals negotiate signoff on contracts, including arrangements for room reservation blocks and menus for all training conferences and programs planned by all PEF departments.
- \*12. Oversees staff responsible for making housing arrangements for Officers, Staff, and members for official PEF business.
- \*13. Site inspection of hotels and potential convention locations.
- \* 14. Supervises Department of Special Events staff.
- \* 15. Other assignments as directed.
- \* 16. Consistent and reliable attendance.

*\* Identifies essential function/fundamental job duty.*

Created: April 2019