

EXECUTIVE DIRECTOR - HUMAN RIGHTS COMMISSION

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for planning, initiating, directing, coordinating, monitoring and evaluating the services of the Dutchess County Human Rights Commission and for managing the business and fiscal activities of the Commission. The Human Rights Commission addresses problems of discrimination in employment, housing, public accommodation and credit. This position involves a great deal of community interaction for the purpose of fostering mutual respect and understanding among all racial, religious, age, gender, disabled and nationality groups in the community. Work is performed under the general direction of the Human Rights Commission, and in accordance with General Municipal Law and other applicable laws. Supervision is exercised over subordinate staff.

TYPICAL WORK ACTIVITIES:

1. Establishes, in conjunction with the Commission members, the goals, policies and procedures of the Human Rights Commission;
2. Identifies the need for, establishes and conducts community education programs designed to increase an individual's understanding of their human rights under the law and to promote good will among the inhabitants of the community;
3. Responds to inquiries from the public regarding interpretation of the Human Rights Law or other problems concerning the rights of individuals;
4. Attends governmental and community meetings and events on a regular basis as a representative of the Human Rights Commission;
5. Receives reports concerning and investigates patterns of discriminatory practices and suspected areas of tension and refers such matters to Commission members to take such action as may be necessary to alleviate such tensions and conflicts;
6. Investigates individual complaints and whenever possible attempts to conciliate problems on a local level by mediating disputes relating to human rights between individuals and private, non-profit and governmental agencies;
7. Seeks the active assistance of the State Division for Human Rights in the solution of complaints which fall within their jurisdiction and cannot be adequately mediated locally;
8. Assists the complainant in understanding the process of filing a complaint with the State Division for Human Rights and guides the complainant through the various stages of the process, for example, assisting in the completion and filing of appropriate paperwork;
9. May call upon Commission members trained in mediation techniques to complete mediation efforts with the purpose of reducing and eliminating alleged discrimination through conference, conciliation and persuasion;
10. Supervises the public relations activities of the Human Rights Commission;
11. Establishes, in conjunction with the Chairman, the agenda for Human Rights Commission meetings;
12. Prepares annual and other narrative and statistical reports as may be necessary;
13. Supervises the activities of the office, including the supervision of staff and preparation of budget;
14. Serves as ex-officio member of all committees and task forces of the Human Rights Commission;
15. Investigates and identifies possible new funding sources;
16. Does related work as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal, state and local laws regarding housing, employment, public accommodation and credit; thorough knowledge of current trends, problems and developments in the field of human rights and intergroup relations; thorough knowledge of community groups and organizations, local business and industry, and other government agencies that may be able to provide assistance to the Commission in meeting its goals and objectives, or in administering its activities and programs; good knowledge of public relations techniques; good knowledge of investigative methods and procedures; good knowledge of interviewing techniques; working knowledge of the principles of social psychology, particularly in the area of group tensions and conflict resolutions; working knowledge of basic fiscal practices and policies; ability to understand, interpret and analyze written and quantitative material; ability to establish and maintain effective working relationships with a wide variety of people; ability to express oneself clearly and effectively both orally and in writing; ability to plan and supervise the work of others; ability to motivate others; tact; discretion; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of administrative experience serving community needs;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of administrative experience serving community needs;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of administrative experience serving community needs.

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ADOPTED: 01/01/88