

DIRECTOR OF DIVISION (HUMAN RIGHTS COMMISSION)

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Human Rights Commission, the incumbent executes and administers the policies, regulations, and procedures of the Commission. This position is appointed by the members of the Human Rights Commission, serves as Secretary to the Commission and performs such duties as may be delegated by the Commission. The Executive Director is responsible for the administration and implementation of anti-discrimination laws, policies and regulations and for coordinating the functions of the agency. Consistent with the provisions of the Westchester County Charter this class will direct and manage the activities of any and all such employees as may be appointed by the Commission. Substantive contact occurs with employers, landlords, labor organizations, real estate brokers/sales staff, creditors, local municipal officials and elected officials. Supervision is exercised over professional and staff support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers, coordinates and implements programs, policies and procedures of the Commission to prevent discrimination in employment, public accommodations, housing accommodations, commercial space and land transactions, and in the issuance of credit, and to foster tolerance among the residents of Westchester County;

Directs the preparation and administration of the budget;

Presents Commission policies to, and enlists the cooperation of, various community organizations, business community, individuals, ethnic groups, labor organizations, religious groups, local, state and federal officials, and other groups;

Establishes and directs procedures for the enforcement of anti-discrimination laws;

Develops standards and procedures to conduct investigations of discrimination complaints based on race, color, ethnicity, religion, national origin, alienage or citizenship, gender, age, sexual orientation, marital status or disability, to ascertain if the Commission has jurisdiction over the complaint and if the complaint has merit;

Develops and implements procedures for the receipt, processing and investigation of complaints;

Creates and develops a database to track complaints and identify any trends in who complaints are filed against;

Serves as the liaison to other local, state and federal compliance agencies;

Serves as an advisor and provides oversight and coordination in gaining compliance with human/civil rights provisions;

Monitors progress of investigations;

Makes recommendations to resolve discrimination or harassment complaints;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Researches and interprets laws, rules and regulations, guidelines and court rulings or opinions;

Supervises the development of and conducts human rights outreach programs, including development of informational materials;

Recruits and trains staff, assigns work and evaluates performance;

Prepares the annual report of Commission activities for submission to the County Executive and the Board of Legislators;

Appears before committees of the Board of Legislators regarding the operations and activities of the Commission;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the legal and administrative requirements for investigating, preparing and processing cases of alleged discrimination; comprehensive knowledge of local, state and federal laws, regulations and court rulings related to human/civil rights; thorough knowledge of the principles and practices of administration, management, and supervision; good knowledge of the issues faced by victims of discrimination; skill in the use of computer applications such as spreadsheets, word processing, e-mail, and database software; ability to comprehend, analyze and interpret laws and regulations and supervise their application to specific situations; ability to gather and analyze pertinent data and draw appropriate conclusions; ability to identify critical factors and to formulate realistic proposals; ability to communicate clearly and effectively, both orally and in writing; ability to develop and implement policies and procedures; ability to prepare, present and support reports to officials and the public both orally and in writing; ability to establish and maintain effective working relationships; ability to assign and supervise the work of professional, administrative and clerical staff involved in the enforcement of human/civil rights statutes/regulations; resourcefulness; imaginative; initiative; tact, diplomacy; integrity; diligence; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* and six years of experience involving investigative and reporting procedures and related to Human/Civil Rights practices, three of which must have included human rights objectives, labor or employment law issues, human resources matters or related concerns, two years of which must have been in a supervisory or administrative position; or (b) a Juris Doctorate Degree* and three years of legal experience at a managerial level in Human/Civil Rights practices, prosecuting bias crimes or in labor/employment law issues.

SUBSTITUTION: A Master's Degree* in Psychology, social work or related field in the social sciences may be substituted for one year of the above experience, exclusive of the supervisory/administrative experience

SPECIAL REQUIREMENT: Must possess a valid driver's license to operate a motor vehicle in the state of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.