

DIRECTOR OF HUMAN RELATIONS COMMISSION

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for directing services and activities offered through the Human Relations Commission. The work addresses itself to the problems of discrimination in employment, housing, public accommodation, education and credit. The work is performed under the general direction of the Human Relations Commission with wide latitude allowed in the administration of the overall program. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Receives and investigates complaints of discrimination against groups or individuals as covered by State and Federal legislation;

Prepares formal complaints of discrimination when necessary;

Attempts to resolve alleged acts of discrimination by working with employers and landlords;

Informs legislative bodies, committees and agencies of needs, resources and laws;

Speaks to local groups on problems and remedies of discrimination;

Attends meetings of Human Relations Commission and assists Commission in conducting its' education program;

Oversees functions of annual plan, budgeting and personnel;

Assists Human Relations Commission in preparing reports;

Maintains liaison between Human Relations Commission, State Division of Human Rights and other community organizations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal and State laws concerning discrimination; thorough knowledge of investigative techniques as related to discrimination; good knowledge of social and economic problems as they relate to discrimination; good knowledge of public relations techniques; ability to prepare budgets; ability to prepare detailed reports; ability to communicate clearly and effectively both orally and in writing; ability to maintain good working relationships both within and outside the agency; ability to plan and supervise the work of others; ability to maintain a high degree of confidentiality; good judgment; tact; initiative; resourcefulness; integrity; 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 two (2) years of full-time paid, or its' part-time and/ or volunteer equivalent, experience in Human Resources, Human Services, Social Work, Affirmative Action, Mediation, Community Activist or closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and four (4) years of full-time paid, or its' part-time and/ or volunteer equivalent, experience in Human Resources, Human Services, Social Work, Affirmative Action, Mediation, Community Activist or closely related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid, or its' part-time and/ or volunteer equivalent, experience in Human Resources, Human Services, Social Work, Affirmative Action, Mediation, Community Activist or closely related field.
- D. An equivalent combination of training and experience as described in A, B and C above.

ULSTER COUNTY
2580 DIR HR COM
Classification: Non-Competitive
NUMGT

Adopted: October 9, 1992
Revised: August 18, 1998
Revised: April 13, 2018