

COMMISSIONER OF HUMAN RIGHTS*

DISTINGUISHING FEATURES OF THE CLASS: This is responsible interpersonal relations and human rights work involving the investigation of tensions and conflicts and assisting in programming remedies and organizing community education programs. The work is performed under the general direction of the County Executive and with the policy of the Commission on Human Rights and in accordance with the General Municipal Law and any other applicable laws. Supervision is exercised over clerical and semi-professional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Fosters good will and support for the principle of equal opportunity;
Investigates complaints of discriminatory practices and suspected areas of tensions;
Reports to the Commission during stages of investigation and mediates conflicts as assigned;
Acts as liaison for the County Commission with the New York State Division of Human Rights Office, local government offices and other civil rights groups;
Recommends resource materials for understanding personal traditions and prejudices and improving intergroup relations;
Performs a variety of office management functions as may be required;
Meets regularly with officials, public and private, to further the understanding of human rights obligations and responsibilities and to informally resolve, where ever possible, areas of possible or actual discrimination;
May organize and assist in conducting training programs, workshops or work conferences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of current trends, problems and developments in the field of human rights and intergroup relations; good knowledge of the principles of social psychology, particularly in the area of group tensions and conflict; ability to organize and present informational programs; ability to understand difficult written and oral materials and instructions; ability to plan and coordinate work and deal effectively with the public; aptitude for performing office management functions.

MINIMUM QUALIFICATIONS:

1. Possession of a Bachelor's degree and four (4) years of work experience involving interpersonal or intergroup relations of a nature which commonly requires training in the social-psychology field; or
2. Six (6) years of responsible management experience in a Human Rights agency or in an activity closely related thereto with respect to duties and functions; or
3. Any equivalent combination of the above training and experience.

NOTE: Graduate work in Sociology, Psychology or other Behavioral Sciences may be substituted for up to three (3) years of the required experience on the basis of fifteen (15) credits for each year of experience.

SPECIAL REQUIREMENT: Possession of a license to operate a motor vehicle in the State of New York.

*This reflects a retitling of Executive Director (Commission on Human Rights)

R.C.D.P. (07.03.1986) 06.16.2015 - Job specification may be subject to further revision
Non-competitive (Confidential/Policy influencing)