

FAIR HOUSING MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is professional and supervisory work of a complex nature involving the responsibility for the oversight and investigation of alleged housing discrimination cases. The work is performed under the general direction of the Commissioner of Human Rights and with the policy of the Human Rights Commission and Fair Housing Board. Supervision is provided to technical and professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversee, supervise, and provide assistance to staff involved in the investigation of alleged acts of housing discrimination, ensure cases and complaints are processed properly and in a timely manner and that State and federal standards are met;

Monitor and review cases with investigative staff to develop plans of action to facilitate the resolution of cases;

Assist in developing standards and procedures to ensure that investigations of complaints of housing discrimination based on race, color ethnicity, religion, national origin, gender, age, sexual orientation, marital status, or disability are handled properly and thoroughly;

Inform the Commissioner of Human Rights on the status of all active discrimination cases;

Identify housing discrimination training needs for the department;

Serve as a liaison with the County Attorney's Office, Human Rights Commission members, local, state and federal housing entities on all acts of housing discrimination cases;

Research and interpret laws, rules, regulations, guidelines, etc. as it relates to housing discrimination;

Identify grant funding opportunities and complete grant applications;

Act as a liaison with the New York State Division of Human Rights in addressing employment discrimination cases;

Prepare a variety of reports;

Attend, conduct and participate in informational sessions, hearings and conferences;

May represent the department at meetings, seminars, forums, etc.;

May review cases related to employment discrimination.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the legal and administrative requirements for investigating, preparing and processing cases of alleged housing discrimination; thorough knowledge of New York State Human Rights Laws and regulations; thorough knowledge of current trends, problems and developments in the field of human rights, especially those related to housing; good knowledge of research methods and techniques; good knowledge of grant funding sources and grant application processes; ability to supervise the work of others; ability to gather and analyze pertinent data; ability to prepare a variety of reports; ability to understand and interpret written material; ability to establish and maintain cooperative working relationships with others, including employees at various levels of government, local officials and the public; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and either:

1. Three (3) years of experience directly engaged in interviewing or investigative work in a Human Services or Human Rights related field (e.g., Social Services, Affirmative Action, Fair Housing, Mental Health, etc.), one (1) year of which must have included the supervision or management of staff; or

(over)

2. Two (2) years of administrative or professional-level experience that substantially involved responsibility* for an affirmative action program, human rights related function involving disadvantaged and/or minority population, a client service program that involved direct public contact** or the processing of fair housing or employment discrimination cases, one (1) year of which must have included the supervision or management of staff.

NOTE: Graduation from high school or possession of an equivalency diploma plus additional years of the required work experience may be substituted for the college degree on a year-for-year basis.

*Responsibility, as used in "responsibility for a program" shall be defined as making decisions with significant and broad consequences and being accountable for the program's procedures and work products or services resulting from such program.

"Responsibility" should also include one or more of the following: developing procedures and program goals, ensuring compliance with administrative guidelines and regulations governing the program, and evaluating program effectiveness. These duties are considered to be distinctly different from those that typify individuals involved primarily in the delivery of service. "Responsibility" for a program does not mean responsibility for doing one's job, in general, or responsibility for any single task associated with the development and/or implementation of a program.

**Public contact shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering, disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.