

## **EXECUTIVE DIRECTOR OF THE AUBURN HUMAN RIGHTS COMMISSION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for administering and directing programs and services offered through the Auburn Human Rights Commission including developing program proposals, providing oversight of the analysis of community needs, implementation of educational programs and the evaluation of program and service effectiveness. The work is performed under the general direction of the Human Rights Commission with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, develops, coordinates, administers the activities of the Human Rights

Commission;

Receives and investigates complaints of discrimination against groups or individuals

as covered by State and Federal legislation;

Promotes community understanding of the goals and objectives of the Human Rights

Commission by conducting public relation activities with community groups and organizations;

Formulates budget for the Human Rights Commission by reviewing funding needs and

incorporating them into the budget;

Mediates disputes relating to human rights between individuals and private, non-profit

and governmental agencies;

Attends meetings with members of the Human Rights Commission to report on program

activities;

Participates in civic, community, and human relations associations to promote equal

rights;

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Maintains effective working relationships with the City Corporation Counsel's Office and Central New York Legal Services by maintaining on-going contact for the purposes of legal advice and assistance.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of Federal and State laws concerning discrimination;

Thorough knowledge of investigative techniques as related to discrimination complaints;

Good knowledge of social and economic problems as they relate to discrimination;

Good knowledge of public relations techniques;

Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of service related to human relations;

Ability to establish and maintain effective working relationships with others;

Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;

Ability to communicate effectively both orally and in writing;

Ability to prepare and deliver presentations in a clear, concise and articulate manner;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

This position is in the exempt class. The minimum qualifications are to be determined by the appointing authority at the time of appointment.