

HUMAN RIGHTS MANAGER

NATURE OF WORK

This is professional work in the investigation and resolution of alleged discrimination on the basis of race, color, religion, sex, disability, national origin, age, marital status, retaliation or familial status (in housing only), or discrimination against other classes protected under federal, state or local law, in the community as a whole. The Lincoln Commission on Human Rights (LCHR) Manager will also be actively involved in community-education efforts on multi-cultural issues.

The LCHR Manager will be responsible for the investigation of LCHR complaints by persons working or living in Lincoln alleging discrimination in employment (other than employees of the City of Lincoln with a complaint against the City of Lincoln), housing, or public accommodations; supervising investigators in the handling of such complaints and assisting in such investigations; serving, with the City Ombudsman, as the City's Title VI and ADA/Section 504 Coordinator; and administering federal grants from the Equal Opportunity Commission, the Department of Housing and Urban Development and other federal agencies. An employee in this class will also serve as secretary to the LCHR, coordinating projects and activities of the Commission. With respect to work involving the LCHR, the employee will be responsible to the City Attorney. Supervision may be exercised over a staff of professional, technical and clerical personnel working in the various areas concerning equal opportunity.

EXAMPLES OF WORK PERFORMED

Receives, investigates and processes alleged discrimination complaints from persons working or living in Lincoln alleging discrimination in employment, housing, or public accommodations; meets with aggrieved parties to negotiate and conciliate resolutions of complaints.

Compiles annual reports for the Mayor and Human Rights Commission on the status and accomplishments of the LCHR.

Provides assistance in implementing policies and activities generated by the Human Rights Commission; supervises LCHR investigators and assists in investigation and processing of fair housing, employment and public accommodation complaints to the LCHR; directs the LCHR's outreach and educational efforts; administers federal grants and acts as liaison with those agencies.

Supervises, trains and directs the work of professional, technical, and clerical subordinates engaged in work relating to equal opportunity, housing and public accommodations.

Prepares, coordinates, and conducts training on fair housing laws, public accommodation laws and other Civil Rights and anti-discrimination laws, regulations, ordinances, and guidelines.

Represents the City when so assigned with administrative boards, civic organizations, committee meetings, and other City functions relating to multi-cultural issues.

Engages in work relating to equal opportunity, housing and public accommodations.

Participates in community education and public events that help build an even more inclusive and tolerant community.

Assists in recruiting and appointing citizens to serve on City advisory boards and committees in order to include diverse populations.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of and an established record of cultural competency.

Thorough knowledge of ethnic minorities and cultural diversity.

Considerable knowledge of federal, state and local laws and ordinances pertaining to equal opportunity.

Considerable knowledge of the various federal, state and local guidelines for the interpretation of such laws and ordinances.

Considerable knowledge of the structure and functions of city government and other governmental agencies doing work in this area.

Ability to work well with diverse people and under a variety of circumstances; ability to negotiate and conciliate complaints of alleged discrimination.

Ability to analyze, interpret, and write reports.

Ability to design and develop program proposals.

Ability to create, implement and monitor federal grant contracts.

Ability to speak before large groups of people; ability to communicate effectively, both orally and in writing.

Ability to supervise a staff of professional, technical, and clerical subordinates.

Ability to establish and maintain effective working relationships with community leaders, City officials, other elected officials, employees, and the public.

MINIMUM QUALIFICATION

Graduation from an accredited four-year college or university with major coursework in public or business administration, or related field, plus two years of a responsible nature in municipal operations and administration, civil rights, or a comparable field; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.