

HUMAN RELATIONS SPECIALIST - 159

DEFINITION OF WORK

Under immediate supervision, performs routine professional work in assisting in the planning, coordinating, promoting and implementing Human Relations and Fair Housing programs for the community; does related work as required.

EXAMPLES OF WORK

Coordinates the functions of the New Horizons Fair Housing Committee; assists in the development and implementation of educational and special programs; establishes work relationships with leaders of all sub-committees; assists in the investigation and conciliation of discrimination complaints; assists in identifying sources of conflict in the community and assists in mediating tense situations.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with major course work in sociology, community organization, psychology or adult education.

Knowledge, Skills and Abilities: General knowledge of federal and state laws and procedures relating to human rights; general knowledge of state and local governmental units; ability to deal with people on official and community levels; ability to present ideas effectively in oral and written form; ability to maintain sound judgement in matters relating to Equal Employment Opportunity and Affirmative Action.