

HUMAN RELATIONS DIRECTOR - 045

DEFINITION OF WORK

Under general supervision, performs complex professional and administrative work supervising the City's human relations department and programs; does related work as required.

EXAMPLES OF WORK

Supervises and directs staff on the receipt and investigation of housing discrimination complaints; enforces the federal and state Fair Housing Act as well as the local Fair Housing Code; ensures the department's compliance with the City's Cooperative Agreement with the Department for Housing and Urban Development (HUD); provides timely reports and updates to HUD, as necessary; determines whether there is "probable cause" for housing discrimination by evaluating prima facie evidence and final investigative reports; supervises the conciliation of all cases of "probable cause"; closes all "no probable cause" cases; presents findings with recommendations to Commission; works closely with the City Attorney's office on "cause" cases and conciliation agreements; provides information and mediates landlord/tenant issues based on the Residential Agreement Act of the North Carolina General Statutes; proposes, manages, and administers the departmental budget and fair housing and equality-related grants; informs the Human Relations Commission of new laws and proposed new laws and changes; prepares agendas and notices of Commission meetings; responds to inquiries received by the office; maintains files on all cases with Human Relations; works with other departments, offices, agencies, or organizations in planning and conducting programs designed to eliminate racial, cultural and intergroup tensions; attends national and state HUD and civil and human rights trainings and meetings.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with major course work in law, social work, psychology, or a related field.

Knowledge, Skills and Abilities: Thorough knowledge of the principles and practices of the sociological and psychological aspects of community life, the origin and causes of discrimination; thorough knowledge of the source of current information in human relations and related fields; ability to evaluate the needs of the community and the effectiveness of social programs; ability to plan, organize and promote programs of community action; ability to establish and maintain effective working relationships with associates, social and business agencies and the public; sensitivity to the attitudes, actions and reactions of minorities and to be able to project this into the growth of community understanding and behavior; good physical condition.