

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

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the direction of a county-wide program concerned with eliminating discrimination and prejudice and fostering mutual understanding and self-respect among all racial, religious, age, ethnic and any other protected classes under state and federal law in Sullivan County. This position also involves responsibility for establishing and coordinating a county-wide program of consumer protection and education. Work is performed under the general supervision of the County Manager. Considerable leeway is allowed to independently perform most of the requirements of the position. Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Receives complaints of discrimination against groups or in violation of State, Federal and local legislation, and where applicable makes referrals to the Division of Human Rights;

Attempts to resolve alleged acts of discrimination or harassment by working with involved parties and making appropriate recommendations and referrals;

Directs the promotion of public understanding of the objectives of the Sullivan County Human Rights Commission through public speaking engagements, media promotion, development and distribution of printed literature;

Makes presentations concerning the Human Rights Commission policies concerning human and civil rights issues and enlists the cooperation of various community organizations, businesses, individuals, labor organizations as well as ethnic religious, and political groups;

Implements systems for tracking the receipt, processing and referral of complaints;

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Attends meetings of the County's Human Rights Commission and assist the Commission in the creation and implementation of the Commission's plans and programs;

Prepares and submits monthly and annual report(s), including maintaining an annual budget;

Serves as liaison between Sullivan County Human Rights Commission, State Division of Human Rights and other community organizations;

Observes the effectiveness of existing legislation through field work and recommend new or amended legislation intended to end discriminatory acts;

Submits monthly reports in accordance with the by-laws of the Commission;

Establishes policies, procedures, priorities and rules regarding handling of consumer complaints and consumer education;

Plans, schedules, directs and coordinates Consumer Affairs activities;

Conducts research studies appropriate for the protection, education and information of the consumer; and

Maintains confidentiality.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of social problems and of general methods and techniques, principles, concepts, objectives, practices, and recent developments in the human rights field; thorough knowledge of statute, court decisions, administrative rulings pertaining to consumer protection and education; good knowledge of public relations techniques thorough knowledge of structures and procedures of governmental bodies, thorough knowledge of the federal, state and local laws, statues and ordinances as they effect human and civil rights; demonstrated skill in written communications; skill in ascertaining facts by personal contact,

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observations and examination of records; ability to prepare and administer a small budget; ability to organize work effectively; ability to establish priorities, procedures, policies and to evaluate agency performance; ability to prepare reports; ability to travel throughout the County to fulfill assignments; ability to represent the Commission on policy matters and controversial questions in public and official occasions.

ability to speak in front of a large group of people; ability to understand and interpret written information; ability to express ideas both orally and in writing; familiarity with standard office equipment, including personal computers; dependability; integrity and good judgment; and resourcefulness.

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher and two (2) years of full-time work experience in the Human Rights field, one (1) year of which shall have been in an administrative or supervisory capacity; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or sixty (60) credit hours of college study and four (4) years of full-time work experience as described in (A) above; or

***SPECIAL REQUIREMENT FOR APPOINTMENT:*** Possession of an appropriate New York State Motor Vehicle Operator's License and successfully complete County of Sullivan background check.

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**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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COMMISSION.DOC

Originated:5/27/05

Jurisdictional Class: Exempt

Public Hearing-Pending

NYS Civil Service Commission Approval: Pending

Revised and placed in classplan on 7/19/05

Revised in classplan on 9/22/05

Removed from Classplan and placed in Exempt Class Specs – 6/3/2010

Revised and placed in classplan on 02/24/16

Revised and placed in Exempt Classplan: 10/28/2024 (Edu)