CLASS TITLE: DIRECTOR, MAYOR’S OFFICE OF HUMAN RIGHTS

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the planning, organizing, directing and program development of the Office of Human Rights; issues determinations, conducts conciliation meetings and public hearings; promotes and enforces local human rights ordinances through interaction with internal and external sectors and performs other related required duties.

ESSENTIAL TASKS:
• Develops and implements innovative human rights programming including equal opportunity and discrimination education among Tulsa’s diverse population in conjunction with community partners and staff
• Monitors activities of agencies and/or business operations that receive federal funding and ensures compliance with hiring, labor standards, EEO and Affirmative Action practices
• Implements, monitors and directs the mandates of Title V and ADA requirements
• Manages the Small Business Enterprise (SBE) program
• Oversees community relation programs designed to work collaboratively with public safety, internal departments, outside agencies and community groups to foster public trust, confidence and address controversial or sensitive community issues
• Oversees contract administration for the Community Intervention Center and serves as the city liaison with the Family Safety Center
• Administers the process for complaints from citizens in the area of human rights
• Develops training and performance goals for department members consistent with the department and administration’s objectives
• Staffs, guides and supports the City’s human rights committees and prepares reports as directed including an annual activities’ report
• Prepares and monitors an annual budget in accordance with set performance goals
• Makes media appearances and speaking engagements to promote the department’s work
• Serves on commissions and boards as necessary to further the department’s goals
• Directs the education, implementation and enforcement of Tulsa’s Fair Housing Ordinance
• Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a master’s degree in sociology, education, psychology or business; and six (6) years of progressively responsible experience in the human rights area or a closely related field, including two (2) years of managerial and supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the problems of diverse ethnic, cultural and other groups in the area; comprehensive knowledge of local, state and federal civil rights laws and ordinances; considerable knowledge of available community resources applicable to the improvement between various diverse ethnic and cultural groups; considerable knowledge of modern principles, practices and techniques of business management; and good knowledge of research techniques. Ability to interpret legal documents, ordinances, policies and regulations and apply them to a broad spectrum of human rights issues; ability to plan, coordinate, organize, direct, delegate and evaluate the work of subordinates engaged in human rights issues; ability to exercise good judgment, courtesy and tact in receiving office callers and in making proper disposition of problems; ability to lead others toward common goals; ability to express ideas in verbal and written form and write comprehensive reports; ability to analyze human rights problems and make actionable recommendations for solutions; ability to communicate effectively as a public speaker before civic groups and community organizations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.
Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional carrying up to 5 pounds; may be subject to walking, standing, sitting, bending and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1008
EEO Code: E-01
Pay Code: EX-52

Group: Clerical and Administrative
Series: General Administrative

Effective Date: June 10, 2015