



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Executive Director	LEVEL: M1
TITLE CODE NO: 10173	SALARY: \$ 54,643 - \$150,371
OFFICE TITLE: Zone Director	WORK LOCATION: WITHIN THE FIVE BOROUGHES
HOURS/SHIFT: 9:00 A.M. - 5:00 P.M. AND AS NEEDED. CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION.	

Job Description

The Commission on Human Rights (the Commission) is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation and other violations of the NYCHRL. The Commission’s Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

The Zone Director provides support to the Community Service Center (CSC) staff within the Commission’s CRB. CSC staff work to foster positive inter-group relations and understanding of the rights and responsibilities established by the NYCHRL, which prohibits discrimination in employment, housing, and public accommodations against a variety of protected groups, and also prohibits discriminatory harassment and bias-based profiling. CRB works out of CSCs in all five boroughs. CSC staff engages with community members, fosters relationships with community groups, presents on a variety of topics under the NYCHRL, leads trainings with a variety of audiences, and educates the public on their rights and responsibilities under the NYCHRL. The CSCs also work in collaboration with the Commission’s LEB to identify areas concern for law enforcement.

Job Responsibilities:

- Work with the Deputy Commissioner of CRB, the Director of Training, and other Zone Director on the CRB’s strategic plan, including identifying areas of growth.
- Oversee CSCs in one of two specific geographic zones as well as managing relationships with key internal and external stakeholders.

- Manage collaboration across CSCs within your zone to implement processes and achieve agency goals by overseeing the building and maintaining of productive relationships between agency staff, community partners and other agency stakeholders.
- Ensure that CSCs under your identified zone are actively engaging diverse community groups, constituents and agency partners.
- Manage CSCs charged with identifying and utilizing information about diverse communities, political dynamics and the organization's goals to promote/initiate change throughout the city.
- Organize and execute citywide visibility events.
- Work closely with CSC directors to ensure that the goals and objectives of the agency are met.
- Present to boards, commissions, City Council, and other agency stakeholders to advance the agenda of the Mayor and the agency.
- Build and sustain positive relationships with both the public and private sector that will support the policy initiatives of the agency.
- Engage in budget planning and program development/enhancement/implementation.
- Collaborate with staff across zones to develop and implement outreach strategies.

Qualification Requirements

- All applicants must have strong relationships with organizations and groups serving different communities in the City and five years' experience working with some of the following people and communities: immigrants; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with disabilities; people with accommodations issues related to pregnancy, disability or religion; and people with criminal or arrest histories.
- Must be able to work flexible hours and the ability to travel throughout the five boroughs.
- Must have valid NYS driver's license and good driving record.
- Must be well organized, assertive, and able to work independently and collaboratively.
- Must be able to exercise good judgment and sensitivity at all times.

Preferred Skills

- Strong work ethic.
- Excellent attention to detail and organizational skills.

- Strong oral and written communication skills.
- Strong people skills and leadership skills.
- Familiarity with the NYCHRL.
- The qualified candidate will possess the ability to work flexible hours and the ability to travel throughout the five boroughs.
- Computer skills including Microsoft Word, Excel, and Power Point.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID # 261277

For all other applicants: Go to www.nyc.gov/careers and search for Job ID # 261277

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED, SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW. **NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. **

New York City Residency is Required Within 90 Days of Appointment.

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN
EQUAL OPPORTUNITY EMPLOYER**

POST DATE: 9/7/2016

POST UNTL: FILLED