

EXECUTIVE DIRECTOR, SCHENECTADY COUNTY HUMAN RIGHTS COMMISSION

The Schenectady County Human Rights Commission is seeking an Executive Director. This position involves responsibility for directing, planning, and implementing a program designed to improve human and intergroup relations in the community. The Executive Director will work to further the programs and policies of the Human Rights Commission including the investigation, education, and counseling in matters involving discrimination against disadvantaged groups; activities leading to the attainment and preservation of the civil rights of minority groups; and research and analysis of problems affecting the racial and ethnic groups of the community and of solutions of community problems involving peaceful, rational methods of resolving differences through mediation, conference and conciliation.

TYPICAL WORK ACTIVITIES:

- Receives complaints of alleged discrimination as outlined in the NYS Human Rights Law and US Civil Rights Act of 1964 as amended. Seeks active assistance from the State Division of Human Rights in the solution of complaints and prepare plans with a view to reducing and eliminating such alleged discrimination through the process of conference, conciliation and persuasion;
- Conducts and recommends educational programs that will increase good will among inhabitants of the community and create new opportunities in all phases of community life for all inhabitants;
- Holds conferences and other public meetings in the interest of the constructive resolution of racial, religious, and nationality group tensions and conflicts;
- Acts as a liaison and coordinator between the Human Rights Commission and all concerned groups such as local, state, federal, and voluntary agencies;
- Assists Commission in the formulation of policy matters;
- Coordinates and initiates approaches to foundations and other activities designed to secure funds for basic operation of the Commission and for such program or staff expansion as shall be approved by the Schenectady County Legislature;
- Responsible for the preparation of all information and materials published by the Commission, including official reports, pamphlets, and articles;
- Assists Commission in the preparation of annual operating and capital budgets;
- Prepares, in consultation with the Chairman of the Commission, agendas for Commission meetings, annual meetings, executive committee meetings, and such other agendas as may be required and maintains minutes of such meetings;
- Submits an annual report to the Commission, the County Manager, and the County Legislature.

MINIMUM QUALIFICATIONS: The successful candidate will possess a Bachelor's Degree and have five years of experience in community organization, social group work, intergroup relations, budgeting, grant writing, administration and supervision.

APPLICATION: Applicants are encouraged to apply online through the Schenectady County job application portal: www.SchenectadyCounty.com/careers.

Or submit a cover letter of interest with application/resume by mail, email, or in person to:

**Schenectady County Human Rights Commission
c/o Schenectady County Human Resources
620 State Street, 2nd Floor
Schenectady, NY 12305
HRC@schenectadycounty.com**

Salary commensurate with education and experience. Excellent benefit package includes New York State retirement, generous health, dental, vacation, sick and personal leave.

Schenectady County is an Equal Opportunity/Affirmative Action Employer