

CITY OF OMAHA CLASS SPECIFICATION

No. 4065

ASSISTANT DIRECTOR-HUMAN RIGHTS & RELATIONS DEPARTMENT (OHRRD)

NATURE OF WORK

This is highly responsible professional, administrative and supervisory work serving as Assistant Director of OHRRD and responsible for the total daily operation of the Department. Work involves administration of the programs, projects and activities of the Department. Work includes developing and implementing program policies and procedures, and reviewing and evaluating the effectiveness of the programs and services provided. An incumbent exercises considerable independent judgment in the performance of assigned duties and may manage the functions of the Department in the absence of the Director.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties as listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class.)

Assists the Director of OHRRD in the overall administration of the OHRRD Department including the development of departmental goals and objectives, program development and budget preparation.

Serves as Assistant Director of OHRRD and acts for Director of OHRRD in his/her absence.

Coordinates, supervises and evaluates the work of professional, paraprofessional and clerical employees.

Delivers presentations to interested groups, agencies and the media; works with community organizations, agencies and the media to promote program awareness of OHRRD programs.

Performs administrative duties in the areas and services of financial, personnel and HUD/EEOC work share agreements and city ordinance, the Small Business/Small Emerging Business Ordinance, as the City's Title VI Coordinator and ADA Coordinator.

Establishes and maintains liaison with community and business groups and organizations and federal, state and municipal officials.

Researches funding opportunities and coordinates the preparation of grant requests, with oversight of department budgets and program goals.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and methods of organization, management and public administration.

Knowledge of organizational and administrative policies and procedures.

Knowledge of appropriate federal, state and local laws and regulations as they pertain to the programs and services provided.

Ability to plan, organize, supervise and evaluate the work of professional, paraprofessional and clerical employees.

Ability to establish and maintain effective communication and working relationships with community leaders, business representatives, public officials, co-workers and the general public.

Ability to prepare oral and written reports clearly and concisely.

Ability to communicate effectively both orally and in writing.

Ability to adhere to safety policies, procedures and guidelines.

Ability to evaluate work in progress, diagnose problems, and arrive at solutions.

Ability to make clear and concise presentations to members of the news media and to groups of interested individuals.

Ability to operate standard office equipment.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to sit from 50 to 75% of the time, to stand and walk from 25 to 50% of the time, and to push and pull objects up to 25% of the time.

Ability to use up to ten pounds of force occasionally and lesser amounts more frequently to move objects. Distance vision, color vision, depth perception, and the ability to correctly focus are further requirements of the position.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor's degree in public administration, business administration, human resources, human relations, community development, political science or related field

AND

Five years of experience performing advanced senior level administrative and supervisory work in EEO, HUD Fair Housing, ADA, Title VI, Small Business Development

OR

An equivalent combination of education and experience.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or arrange transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS

Work is performed primarily in an office setting amid normal conditions of dust, fumes, noise, and odors. The incumbent also works periodically during other than normal working hours.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer
Copier
Facsimile Machine

Printer
Calculator
Telephone

Approved: 12/19/12