

DIRECTOR OF PROGRAM DEVELOPMENT II
(FAIR HOUSING-HUMAN RIGHTS COMMISSION)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Executive Director of the Human Rights Commission, the incumbent of this position is responsible for managing the daily operations of the Fair Housing Program, a division of the Commission, and whose jurisdiction is County-wide in nature. In accordance with Federal Housing and Urban Development guidelines, responsibilities involve directing and participating in division operations by administering and implementing the Westchester County Fair Housing Law, anti-discrimination laws, policies and regulations. Work involves supervising investigative and support staff by supervising and participating in the conduct of investigations; developing, disseminating and presenting public information and educational materials; conducting outreach to municipal officials and the community, and providing consultation to department staff, and the public. Substantial contact is established and maintained with the appointed members of the Fair Housing Commission, landlords, real estate brokers/sales staff, mortgage professionals, creditors, employers, labor organizations, local municipal officials and elected officials to ensure the objectives of the Commission are met. Supervision is exercised over professional and staff support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Ensures that fair housing complaints are processed properly, in a timely manner and in accordance with the Department of Housing and Urban Development Memorandum of Understanding with Westchester County;

Supervises and may participate in conducting more complex fair housing investigations, by interviewing and questioning the appropriate parties, and conducting fact-finding, field investigations and inspections to gather and verify all pertinent information regarding the claim;

Ensures investigations are carried out consistently and that proper documentation is secured throughout the investigation;

Presents cases to the Fair Housing Commission to determine if there are any jurisdictional impediments to handling the claim;

Works with the County Attorney's Office in commencing civil actions on behalf of the Fair Housing Board, as required;

Settles cases through mediation by meeting with the appropriate parties and the County Attorney's staff, as appropriate;

Submits quarterly reports to the Department of Housing and Urban Development;

Directs the management of case files and reporting of demographic and other relevant housing data in preparation for audits conducted by the Department of Housing and Urban Development pursuant to the Memorandum of Understanding with Westchester County;

Conducts training and educational and outreach activities regarding Fair Housing policies and procedures to municipal officials, associations, not for profit organizations and members of the public, as needed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Promotes programmatic tools and education that prevents and responds to discrimination;

Serves as a liaison with the department of Housing and Urban Development, NYS Homes and Community Renewal Fair and Equitable Housing Office, local state and federal compliance agencies, realtors, landlords, tenants, condominium boards, co-op boards, the County Attorney's Office, the Fair Housing Board Commission and various community, business, religious, and labor organizations;

Manages the Commission's community relations program to ensure housing providers, tenant organizations individuals, students, businesses, organizations are informed about their rights and responsibilities under the Fair Housing Law;

Monitors and reviews cases with investigative staff to develop plans of action to facilitate the thorough, equitable and expeditious resolution of housing cases;

Collaborates with legal, civil rights, and community organizations to advocate for strong local, state, and federal housing laws and policies;

Prepares monthly housing reports concerning the status of all cases;

Researches and reviews fair housing laws, rules, regulations, guidelines, court rulings and opinions to enhance or modify existing services, identify best practices, and to keep abreast of issues in the field of fair housing and human rights;

Develops and maintains a case management database and identifies any trends regarding housing complaints;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

May perform other incidental tasks, as needed;

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the legal and administrative requirements for investigating, preparing and processing cases of alleged discrimination; good knowledge of local, state and federal laws, regulations and court rulings related to human/civil rights; knowledge of and experience with the Housing and Urban Development program and New York State Housing and Community Renewal programs; knowledge of the principles and practices of administration, management, and supervision; knowledge of community outreach and education practices and techniques; knowledge of the issues faced by victims of discrimination; knowledge of alternative dispute resolution, arbitration, negotiation, mediation and conciliation; ability to comprehend, analyze and interpret laws and regulations and supervise their application to specific situations; ability to gather and analyze pertinent data and draw appropriate conclusions; ability to communicate clearly and effectively, both orally and in writing; ability to implement policies and procedures; ability to establish and

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

maintain effective working relationships; ability to assign and supervise the work of professional and clerical staff involved in the enforcement of human/civil rights statutes/regulations; ability to speak publicly; ability to prepare, present and support reports both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; resourcefulness; initiative; tact, diplomacy; integrity; diligence; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience in human rights, civil rights, human resources, counseling, equal employment, labor relations, or closely related field, two years of which must have involved investigation of discrimination or similar legal matters.

SUBSTITUTIONS: A Master's Degree* in Psychology, social work or related field in the social sciences may be substituted for one year of the above experience, exclusive of the specialized experience. A Juris Doctorate Degree* may be substituted for two years of the above experience, exclusive of the specialized experience.

SPECIAL REQUIREMENT: Must possess a valid driver's license to operate a motor vehicle in the state of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.