

EMPLOYMENT OPPORTUNITY

Director – OC Human Relations Commission

Accepting Resumes until October 7, 2016

- **Send cover letter and resume to:** Alison Edwards, Deputy Director at alison@ochumanrelations.org

JOB DESCRIPTION

Orange County Human Relations Commission

Director

DEFINITION

The Commission Director is a management position under the supervision of the CEO. The Director is the lead staff support to the Orange County Human Relations Commission, a public agency founded by the OC Board of Supervisors in collaboration with the OC League of Cities in 1971 with a mission to eliminate prejudice, intolerance and discrimination. The Commission is funded by a General Fund grant from the County of Orange that funds about 3 professional staff led by the Director.

CLASS CHARACTERISTICS

This is a management level class characterized by a wide variety of assignments including community relations, writing, public speaking, training, facilitating, coordinating, supervision and some administrative responsibilities. Work is frequently on controversial issues requiring sensitivity and diplomacy.

EXAMPLES OF DUTIES

1. Collaborate with Commissioners, staff, and community groups to formulate a Commission agenda for the monthly meeting.
 - a. Working with diverse communities to prepare them to come to the Commission to present their issues and ask for action.
 - b. Assessing issues in advance of the Commission meeting to consult with affected parties, get diverse perspectives, identify possible actions, think strategically about what role the Commission can play.
 - c. Planning with staff to bring important issues forward, involve Commissioners in the research actions, policy recommendations and suggested formal positions, or informal support.
2. See that research is done to effectively advise the Commission of possibilities and options for action on human relations issues.
 - a. Maintain expertise in emerging human relations issues: immigration, discrimination, intergroup relations, bigotry, potential hot spots, potential triggers for future conflict.
 - b. Develop positive relationships with diverse groups and communities and specialists to keep a high level of awareness to inform and advise commissioners and key decision-makers.
3. Follow-up on Commission actions in collaboration with staff, volunteers, other organizations and stakeholders to achieve effective results.
4. Lead a strategic planning process that guides the Commission and its collaborators to the most successful use of the resources available to achieve the mission.
5. Develop relationships with diverse communities to understand what life is like for them and how the Commission might assist them in dealing with injustices.
6. Identify opportunities to bring diverse people together around common interests that benefit human relations in Orange County.

7. Develop consultative relationships with key leaders including: Police Chiefs, City Managers, Board of Supervisors, Agency and Non-profit heads, Business people, community organization staff and board members.
8. Collaborate with human relations organizations at the local, state, national and international levels to share promising practices and learn from our successes and failures.
9. Recruit, train, supervise and collaborate with a diverse staff to create a mission oriented, learning centered organization that is continually looking for better ways to make a difference.
10. Manage the Commission as an Official County of Orange organization, following county protocols and policies, as well as contract obligations.
11. Develop relationships with the members of the Board of Supervisors and their executive assistants, the CEO and other key County Agency leaders.
12. Handle calls from the media, including:
 - a. Preparing briefings and talking points for Commission leadership to address the press.
 - b. Handling media calls within Commission defined positions and areas of expertise. Including general human relation issues where there may not be an official Commission position statement.
 - c. Apprising the Board of Supervisors and CEO of media contacts and issues addressed.

MINIMUM QUALIFICATIONS

1. Five years of experience in human relations/civil rights/advocacy organizations.
2. Understanding of community building, collaboration, strategic analysis, and policy change.
3. Experience in supervision, as well as working with a board.
4. Ability to work with diverse members of the community, Commission, volunteers, and staff.
5. Sensitivity and support for the mission of the Commission to: "Promote mutual understanding among all residents, and eliminate prejudice, intolerance and discrimination."
6. Knowledge of human relations and interethnic relations issues.
7. Ability to work with elected officials and their staff.
8. Excellent writing skills as well as verbal communication skills.
9. Computer literacy in word processing, spreadsheet, calendar, e-mail, and social media.
10. Well organized person able to handle multiple issues, projects, people and protocols.
11. BA/BS degree from an accredited college.
12. Ability to travel around the county in a timely, safe and insured manner.

DESIRABLE

Spanish and English reading, writing and speaking skills. Fluency in other languages also desirable.

SALARY RANGE

\$70,000 to \$90,000

SELECTION PROCESS

1. Candidates submitting cover letters and resumes will be screened by a committee that will evaluate their experience based on the Job Description above. The most qualified candidates will be interviewed.
2. The most qualified candidates will be invited to an interview that will include a written test.
3. Additional interviews, background checks, or other review may be required.
4. A top candidate determined by their resumes, interviews, written test, and background check will be selected based on organization needs.

About OC Human Relations: *OC Human Relations is a non-profit 501(c)3 organization that contracts with the County of Orange to provide staff support to the official Orange County Human Relations Commission. The Commission is an official County organization in existence for 45 years. It has been staffed by the non-profit enabled by a contract with the County of Orange over the last 5 years. OC Human Relations also collaborates with the Commission and other organizations and businesses to operate human relations programs in schools and communities.*