

Technical Skills

Considerable knowledge of:

Sociology as related to community human relations problems, goals, programs and organizations.

The Public Accommodations and Fair Housing Ordinances.

Equal Employment Opportunity Laws including the Civil Rights Act of 1964 as amended in 1991.

Americans with Disabilities Act (ADA) (1990 and later revisions.)

Affirmative Action legislation.

Fair housing Laws including the Civil Rights Act of 1968 as amended in 1988.

Executive Order No. 11246 as it relates to Affirmative Action.

Dispute resolution techniques such as mediation, conciliation or arbitration.

Ability to:

Understand legal and technical principles and apply them to varying set of complex issues fundamental human relationships with a sensitivity for the feelings of the business community and aggrieved individuals and the capacity to reconcile their differences.

Present information, both oral and written, in a clear, concise, and in an interesting manner to individuals, groups and the general public.

Secure complete and accurate information through conference, depositions and written requests.

Analyze data and factors that involve limited discretion that is based upon general practices and procedures that may not be covered by precedent.

Work frequently with confidential data that are needed to carry out responsibilities that are sensitive as well as highly confidential.

Write clear, complete, accurate and logical reports.

Establish and maintain effective working relationships with municipal officials, other employees, business leaders, and the general public.

Plan, assign and supervise the work of subordinates engaged in a phase of the Human Relations Program.

Research, analyze and compile technical information prior to making reports and recommendations based on findings in surveys and recommendations made.

Interpret human rights legislation.

Education and Experience

Bachelor's degree and two (2) years of professional experience in the application of contract or code review and compliance; government programs analysis; human relations; civil rights; personnel administration, investigations, or grievances; equal employment claims and investigations. (A Juris Doctrate may substitute for one year of experience.)

Must pass a background check as prescribed by the City.

**Certificates/
Licenses/Special
Requirements**

Supervision may be exercised over a small technical and clerical staff.

**Supervisory
Responsibility**

Work is performed under the general supervision of a technical supervisor.

**Supervision
Received**

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.