

City of Fort Worth, Texas Job Description

Classification Title	Human Relations Administrator		
Job Code:	MG1361	Job Family:	Management
Pay Grade	616	Date Created:	08/22/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Serves as City liaison with the Fort Worth Human Relations Commission. Assists the Commission in carrying out policy directives and mission; and provides oversight of Human Relations staff, including review and final determination on employment, ADA, and housing & public accommodation investigations.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Performs final review and approval of employment, housing and public accommodation investigations conducted under contracts with the US Equal Opportunity Commission, the US Department of Housing and Urban Development and local and state laws.
3. Participates in the development of the divisional budgets; communicates with political and City staff; explains budgetary policies and processes; and provides direction to resolve budgetary issues.
4. Provides direction, communication and information to Human Relations Commission; and assists Commission in carrying out policy directives and mission as outlined in the Human Relations Ordinance.
5. Serves as City liaison with various commissions and agencies; participates in collaborative projects and investigations related to enforcement of anti-discrimination laws; and responds to requests for information related to contractual agreements between the City and agencies.
6. Develops implements and monitors programs and activities, as assigned by City Manager; and represents the City at events and programs.
7. Conducts industry benchmarking; analyzes data; and prepares annual reports on Human Relations Commission activities and Human Relations Unit investigation activities.

8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Federal, state and local anti-discrimination laws.
- City budgetary processes, policies and systems.
- Grant development and management.
- Fort Worth community and neighborhoods.
- Principles and practices of lead supervision and training.
- Operational characteristics, services and activities of a large city providing a variety of services to the community.
- Modern principles and practices of city government public administration.
- Methods and techniques of conducting research.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of financial record keeping and reporting.
- Principles of municipal finance, budget preparation and control.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State, and local laws, codes and regulations.

- **Skill in:**

- Program development and administration.
- Human Resource Management.
- Conflict resolution and mediation.
- Organization and time management.
- Analysis and critical thinking.
- Leadership and diversity.
- Team building.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Provide direction and oversight on activities.
- Analyze, direct and oversee budgetary issues.
- Develop, monitor and review organizational goals and strategies.
- Search for operational improvements and efficiencies.
- Monitor and evaluate the efficiency and effectiveness of civil rights investigation and service delivery methods and procedures.
- Monitor case production and compliance with contract requirements.
- Maintain confidentiality.
- Explain programming and respond to questions related to statistical data and trends.

- Conduct research and prepare clear and concise reports.
- Interpret and explain City policies and procedures.
- Compile, organize and present information in a clear and logical manner.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field and six years of increasingly responsible experience in human relations investigation, mediation, and resolution, including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.