GENERAL DESCRIPTION:

This is very responsible affirmative action and employee advocacy work at the full level involving the development, administration and facilitation of an affirmative action plan and employee advocacy programs and activities.

Work involves responsibility for effective development, administration and facilitation of an affirmative action plan and employee advocacy programs and activities. This position also has the responsibility for making difficult employee relations advocacy decisions. This work requires that the employee have considerable knowledge, skills and ability in affirmative action and employee advocacy. As needed, this position also assists in community relations' program and activity development, administration and facilitation.

SUPERVISION RECEIVED:

Works under the direction of the Chief Executive Officer (CEO) or in the absence of the CEO, his/her designee.

EXAMPLES OF DUTIES:

Develops and administers the District's affirmative action plan.

Coordinates actions to promote diversity in District programs and activities.

Develops, administers and facilitates strategies, programs and activities for investigation and resolution of employee relations issues regarding District policies, procedures and services. Coordinates follow-up actions.

Prepares, maintains and analyzes statistical data on District programs and activities.

Develops and recommends improvements in District policies, procedures and services with regard to equal employment opportunity, minority business practices and community relations.

May act as District liaison with community groups.

Performs related work as required.
KNOWLEDGE, SKILLS AND ABILITIES:

Considerable ability to develop and implement an affirmative action plan.

Considerable knowledge of public administration principles and practices including equal employment opportunity, community relations and minority and women business practices.

Considerable ability to analyze and resolve problems relating to employee relations.

Considerable ability to communicate orally and in writing.

Considerable ability to administer an organizational program, develop policy options and recommend courses of action.

Considerable ability to represent the District in a variety of public settings.

Considerable ability to establish and maintain effective working relationships with co-workers, consultants, vendors, contractors, community organizations, government agencies, customers, and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in liberal arts, public or business administration, the social sciences or a related field plus three years of progressively responsible administration experience.

SPECIAL REQUIREMENTS:

A valid driver's license is required.