

(Management Analyst IV)
EXECUTIVE DIRECTOR TO HUMAN RIGHTS COMMISSION
S-27 (19,146-28,290)

Definition

Under general policy guidance of the Commission, to serve as executive to the Fairfax County Human Rights Commission administering the activities of the County Commission and maintaining liaison with private and public agencies which offer assistance in dealing with problems of interest to the Human Rights Commission. The Executive Director provides the staff support necessary to enable the Human Rights Commission to fulfill its responsibilities as empowered to ameliorate discrimination in housing, education, employment, public accommodations, credit facilities, County services, and related fields. He/she reports and recommends to the Human Rights Commission actions to repair the consequences of past denials of equal opportunities, prevent denials, and eliminate the underlying causes of discrimination. Some evening and weekend work will be required.

Typical Tasks

- Plans, develops, coordinates, and directs the activities and programs of the Human Rights Commission.
- Supervises the staff employed by the Commission.
- Conducts studies to determine where and if discrimination is practiced in housing, public accommodations, employment, County services, education, credit facilities, and other activities authorized by the ordinance.
- Assists the Commission in initiating, receiving, and evaluating charges; conducts preliminary investigations, and conciliates by conference violations of the County Human Rights Ordinance.
- Establishes and maintains effective working relationships with other County agencies, the federal government, state agencies, private establishments, and civic and community groups in the development of non-discrimination practices.
- Speaks to business, community, and civic groups on the activities, goals, and programs of the Commission.
- Prepares reports and maintains records of staff and Commission activities, including evidence, as necessary.
- Recommends to the Commission necessary changes in personnel and staffing requirements.
- Communicates to public the activities and services of the Commission.
- Performs related duties as required.

Employment Standards

Graduation from an accredited college or university and five (5) years of recent and progressively responsible work in human relations and related fields in an administrative capacity. A Master's Degree

is desirable but not required. Up to one year of study for an advanced degree may be substituted for up to one year of experience. Extensive knowledge of and sensitivity to social problems. Ability to plan, develop, coordinate and implement comprehensive programs. Ability to plan, supervise and evaluate the work of staff personnel. Ability to represent the Commission on policy matters, including controversial questions, on public and official occasions. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with governmental, community and business groups. Ability to communicate effectively to the public the activities of the Commission. Ability to work tactfully and effectively with others.

Applications will be accepted through January 6, 1975. Resumes should be addressed to:

Human Rights Commission
Office of the County Executive
4100 Chain Bridge Road
Fairfax, Virginia 22030
Attention: Harold L. Thomas

SECRETARY II
S-11 (8,677-12,820)

Definition

Under general supervision, performs responsible secretarial, clerical and public contact functions for the Commission, Executive Director, and professional staff. Some evening and weekend work will be required.

Typical Tasks

Takes and/or transcribes complex and difficult dictation; prepares format, types and proofreads confidential and general letters, reports and statistical tabulations; drafts replies to general inquiries from citizens; receives and screens telephone and personal calls, handling personally matters involving procedural and informational subjects; maintains supervisor's calendar; reminds him/her of appointments and makes appointments at his/her instruction with staff and citizens; reviews outgoing correspondence which is being submitted to supervisor for signature or clearance for format and conformance with procedural instructions; may instruct, assign, and schedule tasks for other clerical staff personnel under his/her supervision and reviews their work for accuracy and completeness; establishes and maintains subject-matter files in connection with the work under supervisor's control. Relays messages and instructions from supervisor to staff; tabulates and prepares reports of statistical and other data; arranges for conferences, including space, time and persons attending; makes travel arrangements and arranges travel itineraries. May operate a variety of office equipment.

Assignments at this level involve relieving supervisor of minor administrative and/or clerical functions and exercising considerable initiative in carrying out assignments.

Employment Standards

Graduation from high school and three years of secretarial and/or clerical experience, two of which must have been at the Secretary I level or above.

Special Requirements

Ability to take and/or transcribe dictation and type with the necessary speed and accuracy.

The Commission expects to fill this position in February of 1975. Resumes should be addressed to:

Human Rights Commission
Office of the County Executive
4100 Chain Bridge Road
Fairfax, Virginia 22030
Attention: Harold L. Thomas

HUMAN RIGHTS SPECIALIST
S-14 (9,961-14,717)

Definition

Assists the Executive Director in carrying out an affirmative human rights program of positive efforts to eliminate discrimination and in providing the citizen recourse for discriminatory acts. Under supervision of the Executive Director, performs the necessary field and support work to investigate complaints of discrimination initiated by or filed with the Human Rights Commission, and to do related work as required of staff to Human Rights Commission. Some evening and weekend work will be required.

Typical Tasks

Assists the Executive Director in formulating proposed plans, policies and programs of action for the Human Rights Commission. Conducts research on the causes, conditions and effects of discrimination. Assists the Executive Director in handling requests for information and assistance and in preparing reports. Assists the Executive Director in preparing background information for Commission decisions, plans, programs and actions. As designated, represents the Commission at public meetings.

Assists in formulating plans and policies relating to investigative procedures and regulations of the Commission. Conducts field investigations involving possible discriminatory practices in the areas of housing, public accommodations, employment, county services, education, credit facilities and related fields, including the preparation of reports thereon and the development and presentation of testimony at Commission hearings. Assesses complaints on questionable practices; counsels complainants, respondents and others; and serves as a mediator in an effort to eliminate alleged discriminatory practices and violations of statutes. Performs other duties as required.

Employment Standards

Any combination of education and experience equivalent to the following: Graduation from a four year accredited college or university and two (2) years experience in Human Relations Work, or closely related areas.

Knowledge of and sensitivity to discriminatory practices in housing, public accommodations, employment, county services, education, credit facilities and other activities authorized by the ordinance.

Ability to establish and maintain effective relationships with others and to deal with the public.

Ability to assist in the preparation, analysis and presentation of reports; ability to assist in collection and review of data and information as required.

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Human Rights Specialist

The Commission expects to fill this position in February of 1975.
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Office of the County Executive
4100 Chain Bridge Road
Fairfax, Virginia 22030
Attention: Harold L. Thomas