

ASSISTANT DIRECTOR OF INTERGROUP RELATIONS

General Statement of Duties and Responsibilities

Under administrative direction, supervises the activities of the intergroup relations program in a City agency; performs related work.

Examples of Typical Tasks

Supervises the staff of the intergroup relations program engaged in the elimination of group prejudice, ignorance, and discrimination. Assigns staff to specific phases of the program. Reviews reports, and analyzes and interprets data submitted by staff. Coordinates the activities of the program with other City agencies having similar or related programs.

Supervises the planning of educational activities designed to prevent the development of intergroup problems.

Participates in the formulation and implementation of policies and procedures related to the program.

Maintains liaison with community groups and other City agencies, and participates in inter-agency conferences and meetings relating to the objectives of the agency program.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and seven (7) years of satisfactory, appropriate, full-time, paid professional experience gained in such fields as intergroup relations, community relations, labor or industrial relations, law, social service, education, housing, research, investigation, personnel administration, or public relations, of which (2) years must have been in a supervisory or administrative capacity; or
2. A satisfactory equivalent.

Two (2) years of full-time intergroup relations experience will be accepted in lieu of the two (2) years of supervisory or administrative experience.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.