

## FAIR HOUSING MANAGER

The **Rockland County Human Rights Commission** is seeking a candidate to work in their fast-paced environment involving the oversight and investigation of alleged housing discrimination complaints in Rockland County.

The Fair Housing Manager oversees, supervises and provides assistance to staff involved in the investigation of alleged acts of housing discrimination, ensures cases and complaints are processed properly and in a timely manner and that State and federal standards are met. This work includes monitoring and reviewing cases with investigative staff to develop plans of action to facilitate the resolution of cases. Additionally, the Fair Housing Manager will assist in the development of standards and procedures to ensure that investigations of complaints of housing discrimination based on race, color ethnicity, religion, national origin, gender, age, sexual orientation, marital status, or disability are handled properly and thoroughly. The Fair Housing Manager serves as a liaison with the County Attorney's Office, Human Rights Commission, the State Division of Human Rights and other local, state and federal housing entities. Among other things, the Fair Housing Manager is also required to research and interpret laws, rules, regulations, guidelines, etc. as it relates to housing discrimination; identify grant funding opportunities and complete grant applications; and prepare a variety of reports as may be required.

The work is performed under the general supervision of the Commissioner of Human Rights and with the policy of the Human Rights Commission and Fair Housing Board. Supervision is provided to technical and professional staff.

**Required Qualifications:** A Bachelor's degree or higher and either:

1. Three (3) years of experience directly engaged in interviewing or investigative work in a Human Services or Human Rights related field (e.g., Social Services, Affirmative Action, Fair Housing, Mental Health, etc.) one (1) year of which must have included the supervision or management of staff; or
2. Two (2) years of administrative or professional-level experience that substantially involved responsibility\* for an affirmative action program, human rights related function involving disadvantaged and/or minority population, a client service program that involved direct public contact or the processing of fair housing or employment discrimination cases, one (1) year of which must have included the supervision or management of staff.

**Note:** Graduation from high school or possession of an equivalency diploma plus additional years of the required work experience may be substituted for the college degree on a year-for-year basis.

### **Other Requirements and Information:**

Candidate must be a legal resident in States of NY, NJ or CT.

Civil service examination requirements have been waived for this position. Candidate must only meet the minimum qualifications for consideration.

**Salary and benefits are competitive with the public sector market, including but not limited to the following:**

- \$77,376/year
- 40 hour work week
- Medical, Dental and Vision
- Time off including vacation, personal and holiday time
- New York State Pension eligibility

**Please e-mail resume and letters of interest to:**

Spencer Chiimbwe  
Commissioner of Human Rights  
50 Sanatorium Road, Bldg. A, 6th Floor  
Pomona, NY 10970  
Email: ChiimbSp@co.rockland.ny.us

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