City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Human Relations Commission Coordinator</th>
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<tr>
<td>Job Code:</td>
<td>HRMO</td>
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<tr>
<td>Pay Grade:</td>
<td>NU21</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>3/8/2022</td>
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General Summary: This position is responsible for providing staff support to the City Human Relations Commission and their partners in order to assist it in carrying out its mission. The coordinator is responsible for overseeing the day to day administration of the City’s human relations program and implementing the mission and the strategic plan of the Human Relations Commission. The administrative duties include carrying out tasks assigned by the Human Relations Commission, including, but not limited to, financial and budget management, program oversight, performing intake and investigation of discrimination complaints, grant writing and coordinating and facilitating the meetings and communications of the Human Relations Commission.

Essential Duties and 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.

- Provides daily administrative staff support to the Commission, including the drafting of policies and procedures, the preparation of reports and materials for the Commission’s meetings, drafting of correspondence, organizing and scheduling the meetings of the Commission and its sub-committees, and any other duties or tasks assigned by the Commission.
- Serves as a liaison and resource person with community organizations, tribal leaders and special interest groups, and responds to requests for information from the public.
- Supports and assists the Commission in establishing detailed plans and implementing programs that support the Commission’s mission.
- Performs the initial intake on discrimination complaints filed pursuant to the City’s Human Relations ordinance and assists in the investigation and resolution of any such complaints.
- In conjunction with the Commission, prepares and issues news releases, public service announcements, fact sheets, and other information and promotional materials in support of the Commission’s initiatives.
- Cultivates strong relationships with various affiliated and community-based advocacy groups, boards, agencies, churches, and other not-profit organizations in support of the Commission’s initiatives and mission.
- Assists the Commission in organizing and holding regular community events including education and/or interactive conferences and workshops which support the Commission’s mission and initiatives.
- Performs any other tasks or duties as necessary or required by the Commission.

Qualifications:

Education and/or Experience:

Bachelor’s degree in business administration, sociology, public administration, public relations, race relations, or related field from an accredited university and five (5) years progressively responsible experience in working both independently and collaboratively in
closely related field; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Certificates, Licenses, Registrations:

Must possess a valid driver’s license or ability to obtain within 30 days from date of hire.

OTHER SKILLS AND ABILITIES

- Establish and maintain effective working relationships across a broad variety of organizations.
- Interact and communicate effectively with people from diverse backgrounds and cultures.
- Communicate clearly and effectively, both orally and in writing.
- Use office equipment including computers, printers, phone systems, etc.
- Monitor and evaluate the effectiveness of current outreach and engagement efforts and make recommendations or propose changes.
- Prepare clear and concise reports.
- Analyze problems, identify alternative solutions and prepare recommendations in support of goals.
- Conduct technical and online research and analysis.
- Create operational/instructional manuals, reports, presentations, and remarks.
- Successfully manage multiple projects at a time.
- Assist the Commission in obtaining community and organizational support for the program.
- Promote program(s) by assisting in the implementation and design of marketing and promotional items.
- Interpret and explain City policies and procedures.

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.

Most work is performed indoors in an office where noise and interruptions often occur. Ideal candidate will have the ability to effectively prioritize and execute tasks in a high-pressure, high-expectation environment; working independently and in a team-orientation, collaborative environment.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 10 pounds. The employee will be required to communicate effectively orally and in writing. Ability to maintain a professional appearance and demeanor is necessary.