

## **EQUAL EMPLOYMENT/FAIR HOUSING ADMINISTRATOR**

### **City of Austin, Texas**

The **City of Austin, Texas (pop. 780,000)** seeks an **experienced senior** Administrator to lead the EEO/Fair Housing division. The **Equal Employment/Fair Housing Administrator**, reporting to the Assistant Director of Human Resources, will manage a staff of six employees, assign, monitor, and manage the intake, investigation, and resolution of discrimination complaints related to equal employment, fair housing, and public accommodations within Austin/Travis County. This position will work closely with the state Equal Employment Opportunity Commission (EEOC) and the US Dept of Housing and Urban Development in the investigation and resolution of discrimination complaints.

The highly qualified Administrator will have experience in:

- Expertise in the analysis, interpretation, administration of Equal Employment and fair housing policies and procedures, investigations, mediation, negotiations, and resolution of complaints
- Experience in working with a FHAP and/or FEPA and in using Title Eight Automated Paperless Office Tracking System (TEAPOTS) and Integrated Mission Systems (IMS)
- Research of legislation; staying current with related laws and court decisions; review and analysis of complaint trends; recommending solutions to city management; and, expertise in case determination relating to EEO/housing issues
- Enforcement of the four related City Ordinances and federal statutes to include Title VII Civil Rights Act of 1964 and Civil Rights Act of 1968 as amended, Age Discrimination in Employment Act, Equal Pay Act, and the Americans with Disabilities Act
- Facilitation skills to develop and conduct workshops for employers and the community; to develop innovative housing education and outreach programs for housing providers, employers, organizations, and citizens; and to collaborate to develop relationships with public, private, and non-profit organizations regarding Fair Housing and Equal Employment obligations
- Innovative leadership in developing community partnerships with business, community, and environmental leaders to facilitate an ongoing positive dialogue and actions toward climate protection, the ability to assess best methods and develop innovative opportunities to broadly disseminate messages and behavior change tools throughout the Austin community
- Program management skills to evaluate, report, and communicate project and program information, data, trends, issues to city management, city commissions, state/federal agencies etc.

This position requires a bachelor's degree in a related field, 5 years of related experience in employee relations, equal employment opportunity, or fair housing discrimination, and 2 years in a supervisory capacity; experience may substitute for education up to 4 years.

The ideal candidate will bring a solid background in equal employment, fair housing, public accommodation, complaint investigation, and mediation. Salary is commensurate. The City of Austin has excellent benefits and pension plan.

The City of Austin, Texas, known as the "Live music capital of the world" is considered one of the best places to live in the country. Austin was recently selected as the "Best City for the Next Decade (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com); and, the No. 1 large urban area for jobs by Forbes.

**TO BE CONSIDERED FOR THIS POSITION, PLEASE APPLY ON-LINE AT [WWW.austincityjobs.org](http://WWW.austincityjobs.org).**

For questions about the position, you may contact Edna Santos at (512)974-3221.

***The City of Austin is an Equal Opportunity Employer and values diversity at all levels of its workforce.***