



Baltimore City Office of Equity & Civil Rights



Operations Officer IV / Deputy Director

The Office of Equity & Civil Rights is seeking a Deputy Director to assist driving the legislative initiatives, outreach program and some day-to-day operations of the Office of Equity & Civil Rights (“OECR”).

The Deputy Director will lead and supervise direct report agency personnel. He or she will assign, review and evaluate investigations and work product of staff. The Deputy Director will approve staff performance plans, prepare and administer performance evaluations as well as provide coaching, counseling and development guidance. She/He will assist with hiring, terminations, reduction-in-force, promotions and other applicable staffing decisions in coordination with the Director. There may be a significant amount time used in redesigning the agency’s infrastructure and developing organizational reform. The Deputy will be instrumental in co-steering the development, implementation and management of effective programs, practices, electronic systems and tools embodying contemporary process design, enhancements and/or realignments to build workforce capacity to meet current and future agency needs. The position may require interaction with the media. The Deputy will be expected to create and deliver high-level presentations with respect to strategic initiatives and business affairs. In addition, he/she may direct and/or manage the agency’s fiscal/budgetary needs and requirements; approve and monitor expenditures; develop grant proposals; and determine fiscal priorities in collaboration with the Director and other leaders in OECR.

Qualifications:

A Bachelor’s degree required from an accredited college or university and six (6) years of related experience in professional-level administrative, operations, or technical work. J.D. or Advanced degree in a related field and a minimum of three (3) years of management experience is preferred.

Responsibilities, Skills and Abilities (including, but not limited to):

- Experience in investigating or managing the investigations of discrimination, police misconduct, ADA, and/or wage compliance complaints
- Experience in preparing and writing grants and/or proposals.
- Experience in drafting reports based on metrics that is vital in determining outreach and education efforts for an organization, tracking its performance, and developing long-term initiatives.
- Ability to spearhead new technology initiatives, including, but not limited to, the use of technology and social media in developing an outreach program.
- Expertise in developing and reviewing policy or procedures for effectiveness and interpret them to ensure program efficiency and compliance with city, state and federal laws and regulations.
- Ability to direct the preparation of complex program budgets, compile and analyze budgetary data, write budgetary reports and recommend the approval or disapproval of budgetary proposals.
- Research and provide comments on draft legislation and amendments to city and state laws.
- Monitor and brief staff on legislation and issues pending in legislative bodies.
- Plan, develop, implement, and report a strategic and comprehensive outreach program for an organization that maintains high-value relationships between the organization, city official and constituents.
- Interact effectively and represent an organization before a wide range of community, professional, and business constituencies.
- Travel throughout and around a municipality to meet with people interested in receiving services, to learn how to better serve others, and create synergy through collaboration with people and groups.
- Create, plan, and implement all outreach activities, events, conferences, etc.
- Responsible for the hiring of an outreach team and ensure they are appropriately oriented, trained, and supervised.

- Responsible for creating a youth program and internship for grade school and college-level students, respectively.
- Consult with key mayoral staff, legislators, stakeholders, businesses, and advocacy groups on civil rights issues as well as proposed or pending legislation.
- Monitor judicial and regulatory developments for possible impact on current city or state laws and pending legislation.
- Represent an organization in any public activity, meeting, conference, event, engagement, etc.
- Maintain a good working relationship with the staff, elected officials, agency heads, and constituents.
- Work a flexible schedule including long hours, nights and weekends.
- Other duties as assigned.

Required Skills:

- Exceptional organizational skills and attention to detail.
- Proficient in orchestrating and managing large scale change initiatives.
- Outstanding problem solving, critical thinking, and deductive reasoning skills.
- Ability to gather, analyze, and interpret complex data as well as make sound, outcome-based decisions.
- Excellent verbal, written and oratory skills.
- Ability to build and maintain professional relationships with diverse and prominent populations, community organizations, and businesses.
- Ability to consistently and effectively manage competing, conflicting, shifting and immediate priorities.
- Demonstrable thought-leadership in navigating challenges and obstacles.
- Exceptional leadership skill and acumen in navigating people and managing productivity.
- Demonstrate excellent interpersonal talent.
- Demonstrate ability to manage multiple tasks, simultaneously.
- Ability to attend to details and meet deadlines.
- Significant time and project management skills.
- High level of integrity, discretion and ethics.
- Ability to assess complex situations amid ambiguity and make viable recommendations.
- Proficient in the use of computer software and social media technology.
- Effective management skills with ability to set priorities and objectives.
- Ability to plan, direct, and review the work of others.

Compensation:

\$75,715 – 121,037 range

To Apply:

For additional information and/or immediate consideration, qualified and interested applicants must submit an employment application including a letter of interest and resume via the City's online recruitment system at: <http://agency.governmentjobs.com/baltimorecity/default.htm>

www.baltimorecity.gov

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