

Civil Rights Program Manager, Equity and Social Justice

Salary

\$3,482.26 - \$4,413.96 Biweekly

Location

Seattle, WA

Job Type

Special Duty Assignment

Department

EXEC - Executive's Office

Job Number

2019SDWJA09819

Closing

5/10/2019 11:59 PM Pacific

- DESCRIPTION
- BENEFITS
- QUESTIONS

Summary

King County: As the only county in the United States named after Martin Luther King Jr., one of the most influential civil rights leaders in our nation's history, King County is a vibrant community with residents that represent countries from around the world. It is a region with increasing diversity that cherishes the artistic and social traditions of many cultures. Together, we're changing the way government delivers service and winning national recognition as a model of excellence.

We continue to build on an enduring legacy of shared values of equity and social justice, employee engagement, innovative thinking and continuous improvement. With this commitment, King County has adopted a pro-equity agenda aimed at advancing regional change and is developing the systems and standards necessary to achieve better outcomes for all of our residents, regardless of their race or income. All of these qualities make this King County one of the nation's best places to live, work and play. As articulated by Executive Dow Constantine, "We can and must be... an oasis of optimism and creativity...and a beacon to people around the world".

King County Executive Dow Constantine has highlighted building **equity and social justice** as one of his top priorities and a great generational challenge of our time.

The **Office of Equity and Social Justice**, established in 2015 building on work started in 2008, serves to: implement the 2016-2022 Equity and Social Justice Strategic Plan; embed equity in all decision-making processes and organizational

practices; lead and support regional efforts to advance equity and social justice; support equity and social justice capacity-building internally and externally through technical assistance, trainings and other efforts; promote accountability and organizational advancement towards equity and racial justice. In 2017, the County's **Civil Rights** program became part of Office of Equity and Social Justice. Civil Rights ensures compliance is a broad range of civil rights areas including but not limited to fair employment, fair housing, and public accommodations.

The Civil Rights **Program Manager** will lead and support overall project management and office management for civil rights work in the Office of Equity and Social Justice. The Program Manager will lead and support a range of activities ranging from civil rights investigations and mediation to civil rights policy development and community engagement. The Program Manager will also be an expert in the field of equity and social justice, representing the Office in broad venues and providing technical assistance.

The Office of Equity and Social Justice values diverse perspectives and life experiences. The Office encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans.

WHO MAY APPLY: This non-represented position is open to all King County employees and the general public. This is a Six-month Term-Limited Temporary or Special Duty Assignment.

WORK LOCATION: Chinook Building - 401 5th Ave, Seattle

WORK SCHEDULE: This position is exempt under the provisions of the Fair Labor Standards Act. The typical workweek is 40 hours, Monday–Friday, 8 a.m. to 5 p.m. Extended work hours may be required during limited periods to complete projects.

FORMS AND MATERIALS REQUIRED:

Please submit a resume and cover letter describing how your education and/or experience specifically relate to the qualifications for this position **via the King County jobs website**.

You can attach multiple documents, such as your resume and cover letter to your application. Your options are:

- Copy and paste one or more documents into the Text Resume section of the application, or
- Attach multiple documents/files in the Resume Attachment section.

Please do not leave sections of the online application blank with the notation "see resume". Such applications will be considered incomplete and will not be considered.

CONTACT: If you have additional questions regarding this recruitment, please contact Seth Watson Seth.Watson@kingcounty.gov

Job Duties

Successful candidates for this position will, at a minimum, be able to clearly demonstrate **skill** and **ability** to:

- Process and manage inquiries, investigate, mediate, and resolve multi-faceted discrimination complaints, up to 30% of time.
- Provide technical assistance to departments and agencies on a broad range of civil rights laws (housing, employment, public accommodations, disability, contracting), as well as equity, social justice and civil rights issues and policies.
- Collaborate with team members to lead and support civil rights planning, including internal and external work groups coordinated by the Office of Equity and Social Justice.
- Conduct legal analysis and literature reviews related to best practices, policy development on local and national issues that affect civil rights and/or equity and social justice.
- Develop recommendations to the team on new initiatives and courses of action
- Coordinate with the team to develop policy priorities related to King County's Equity and Social Justice Strategic Plan.
- Direct and lead event, training and meeting planning, such as community engagement, education, and outreach.
- Perform other duties as assigned.
- **Serve as a strategic advisor** to the Office of Equity and Social Justice by:
 - Providing creative and proactive consultation on a broad range of Civil Rights, Equity and Social Justice issues to the team, our commissions, and the work groups the office leads.
- **Provide strategic input** on:
 - Proposed policies for recommendation to the King County Executive and/or King County Council, including legal analysis and preparation and presentation of briefing materials to the Director.

Experience, Qualifications, Knowledge, Skills

- Demonstrated broad and in-depth knowledge of equity and social justice issues facing organizations and communities
- Skilled in researching, consulting on and recommending proposed policies and systems changes that advance civil rights, equity and social justice
- Knowledge of civil rights laws and their application to employment, housing, public accommodations, contracting, Title VI, and disability access issues
- Experience conducting non-biased investigations under competing and strict deadline pressures
- Skilled at research and analysis involving court decisions, comparable situations, and evidentiary information
- Experience conducting research, preparing exhibits and preparing case briefs.

- A demonstrated ability to think creatively, work independently and collaboratively with a multi-disciplinary team
- Excellent verbal, written, and interpersonal communication skills
- Skilled at public speaking, meeting facilitation and negotiation skills
- Ability to manage multiple tasks simultaneously and on tight timelines
- Ability to find creative recommendations to complex legal issues

Supplemental Information

King County is proud to be an Equal Employment Opportunity /Affirmative Action employer and we encourage people of color, women, veterans and people with disabilities to apply.

Agency

King County

Address

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, Washington, 98104

Phone

206-477-3404

Website

<http://www.kingcounty.gov/>