



TENNESSEE HUMAN RIGHTS COMMISSION

Deputy Director Tennessee Human Rights Commission Executive Service Position

The Deputy Director is responsible for key operations in the areas of policy and procedure development, performance management, investigative case management, mediation, contract negotiation, and training. This position reports to the Executive Director.

The person in this position participates in negotiating and monitoring contracts with the Commission's federal partners: the U.S. Equal Employment Opportunity Commission and the U.S. Department of Housing and Urban Development. The Deputy Director is also responsible for monitoring, reviewing and directing investigations of complaints of discrimination in violation of the Tennessee Human Rights Act, Tennessee Disability Act and substantially equivalent federal statutes including Title VII, the Age Discrimination in Employment Act, the Americans with Disabilities Act and Title VIII of the Fair Housing Act.

The Deputy Director develops policies and procedures and works in conjunction with the Executive Director in developing the agency's budget as well as responses to Executive and Legislative Branch inquiries. The employee in this position serves as a liaison and often represents the agency at community forums. It is expected that the employee in this position will make presentations at the Tennessee Human Rights Commission Board Meetings as well as have contact with high ranking persons in the General Assembly, community partners, other state, federal and local government officials and the media.

This employee will supervise staff and will be responsible for assigning, training, and evaluating staff and their work. This includes performing job plan discussions and completing interim and annual evaluations. This person will be required to make recommendations on personnel actions such as corrective action, promotion, demotion, etc. Other general administrative duties include oversight of records management, procurement of supplies, and inventory.

Interested persons should send their letter of interest and resume by email or US mail to:

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