



**CITY of OMAHA HUMAN RESOURCES DEPARTMENT
DEBORAH K. SANDER, DIRECTOR**

Posted: March 6, 2023 This exam is **OPEN COMPETITIVE** for:

ASSISTANT DIRECTOR – HUMAN RIGHTS & RELATIONS

**Application
Deadline:** **March 31, 2023**

Nature of Work: This is highly responsible professional, administrative, and managerial work serving as Assistant Director of the Human Rights & Relations Department (HRR). This work involves assisting the Department Director in overseeing the operation of the Department. Work involves administration of the programs, projects and activities of the Department. Work includes developing and implementing program policies and procedures, and reviewing and evaluating the effectiveness of the programs and services provided. An incumbent exercises considerable independent judgment in the performance of assigned duties and may manage the functions of the Department in the absence of the Director.

**Education and
Experience
Requirement:** *(The knowledge, skills, and abilities may be acquired through, but are not limited to, the following combination of education and/or experience.)* Bachelor's degree in public administration, business administration, human resources, human relations, community development, political science or related field AND Five (5) years of experience performing senior level administrative work in EEO, HUD Fair Housing, ADA, Title VI, Small Business Development, and Conflict Resolution, which duties include at least one (2) years supervising staff OR An equivalent combination of education and experience. Advanced degree preferred. Advanced degree may replace two years of applicable experience.

**Special
Qualifications:** Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Who Can Apply: Any person who meets the qualifications and other requirements described in this posting.

Salary Range: \$98,092.80 with step increases to \$135,116.80/Annually

Benefits: See our website at www.cityofomaha.org under the *Benefits* section for detailed information.

**Examination
Information:** The examination will consist of a training and experience form designed to assess job-related knowledge, skills, and abilities of the position. The training and experience form will be sent to qualified candidates after their application is reviewed by a recruiter and accepted to test for the position. The form must be completed and returned to the Human Resources Department by April 7, 2023, (passing score 60%). Of the candidates who pass the training and experience form, the top-scoring candidates will be invited to participate in a structured interview (passing score 60%). Final eligibility list will be an overall score with the training and experience form weighted 40% and the structured interview weighted 60%.

Veteran's Points: To claim five (5) points for veteran's preference, you must submit proof of service (such as a DD-214) that includes the date of induction, date of honorable separation, and Social Security number. (You must have completed more than 180 consecutive days of active duty.) To receive an additional five (5) points credit for disability, you must submit proof of eligibility from the United States Department of Veterans Affairs dated within the last 12 months. This information must be submitted to the Human Resources Department by April 7, 2023.

Contact Points: City of Omaha, Human Resources Department, 1819 Farnam St., Suite 506, Omaha, NE 68183
Phone: (402) 444-5300 Fax: (402) 444-5314; Web: www.cityofomaha.org Email: peremploy@cityofomaha.org

**Conditions of
Employment:** Candidates must provide proof of U.S. citizenship or proof of permanent residence or authorization to work. The City of Omaha reserves the right to conduct criminal history, driving record, reference and credit checks, and a background investigation on applicants for employment. Successfully passing a criminal background review, reference check, and, if applicable, a credit check is required as a condition of employment. If applicable, the City will require that you successfully pass a review of the driver's license, driving abstract, a pre-employment drug test, a hearing test, and a back-screening examination as a condition of employment. Failure to provide the information requested in the application process in a truthful, accurate, and complete manner may result in disqualification, revocation of conditional employment, or termination. **APPLICANTS REQUIRING AN ACCOMMODATION FOR THE EXAMINATION BECAUSE OF A DISABILITY SHOULD ADVISE THE HUMAN RESOURCES DEPARTMENT AT THE TIME OF APPLICATION OR AT LEAST 48 HOURS PRIOR TO THE EXAMINATION BY EMAILING peremploy@cityofomaha.org**

Required Forms: Online Application: including Applicant's Authorization to Release Information, Equal Employment Opportunities Form (Record Keeping Only), and ADA notice.

How To Apply: Completed City of Omaha employment applications must be submitted using the online application from the City website. It is the sole responsibility of the applicant to check and ensure that any and all required application materials and supplemental forms are received by the City of Omaha Human Resources Department by the stated deadline. You may confirm receipt of any materials and forms by contacting the Human Resources Department. If the materials are not received in the Human Resources Department by the stated deadline, they will not be considered. There will be no exceptions to this rule.

FOR A COMPLETE DESCRIPTION OF THE JOB CLASSIFICATION, GO TO THE CITY OF OMAHA WEBSITE hr.cityofomaha.org