



Civil Rights Division Administrator – Virginia Department of Transportation, VA

Civil Rights Division Administrator

- 5022710
- Richmond, Virginia, United States
- VA Dept of Transportation
- Administrative Services
- Full-Time (Salaried)
- Closing at: Sep 11 2024 at 23:55 EDT
- VA Dept of Transportation

Title: Civil Rights Division Administrator

State Role Title: Gen Admin Manager III

Hiring Range: \$116,098 – \$188,660

Pay Band: 7

Agency: VA Dept of Transportation

Location: Dept of Transportation

Agency Website: www.viriniadot.org/jobs

Recruitment Type: General Public - G

Job Duties

What drives you? Whether it's knowing the work you do makes a difference, having a great work/life balance, working on exciting and challenging projects, leading innovation and championing change or simply working with a great group of people who are committed to professionalism. At the Virginia Department of Transportation, we have something for you.

The Civil Rights Division is committed to ensuring equal opportunity and non-discrimination in all of Virginia Department of Transportation's (VDOT) programs, services and employment practices. Through internal and external programs and activities, the VDOT Civil Rights Division provides public services ensuring design, procurement, and contracting inclusion; community and cultural awareness; a diverse workforce; and fair employment practices. Are you ready to be VDOT's next Civil Rights Division Administrator?

The Virginia Department of Transportation (VDOT) is conducting a national search for a collaborative and resourceful Civil Rights Division Administrator to provide leadership and direction for the VDOT Civil Rights programs. The Civil Rights Division Administrator will lead efforts on behalf of VDOT to promote equal opportunity, non-discrimination, and diversity in all facets of transportation operations, programs and service. Reporting to the Chief Deputy Commissioner and working in alignment with multiple, diverse stakeholders' interests, the Civil Rights Division Administrator will play a crucial role in ensuring compliance with laws and regulations at the state and federal levels.

This position's specific responsibilities and duties will include, but are not limited to:

Program Oversight and Delivery: Develop, implement, and monitor policies and procedures to ensure compliance with civil rights laws, regulations, and guidelines. Advise senior leadership on civil rights issues and recommend strategies to promote diversity and inclusion. Prepare regular reports on civil rights compliance and present findings to VDOT leadership and FHWA as required. Serve as an executive consultant to the districts in managing their program. Establish program and operational controls. Ensure development of Title VII programs consistent with state and federal law and regulations. Provide guidance for development of VDOT's Affirmative Action Plan. Direct the Disadvantaged Business Enterprise Program (DBE), Title VI and other funded programs.

Strategic financial leadership: Provide strategic input on financial issues and concerns relating to or stemming from the Civil Rights program. Determine tools and methods of addressing issues that benefit the organization and the goals of the program. Ensure proper financial stewardship through the direction of policies and procedures to manage the division's budgets.

Stakeholder Interaction: Effective interaction with diverse constituencies including General Assembly members, government officials, and industry representatives on matters relating to administrative and operational program aspects, resolution of major issues affecting the public or industry, and consulting on legislative issues.

General Assembly and Representation: Attend General Assembly sessions when requested, or represent VDOT on various boards, advisory councils and agency and national committees.

This position is located in Richmond, Virginia.

This is an excellent opportunity to work on exciting and challenging projects with a great group of people who are committed to professionalism. A career at VDOT offers work/life balance with opportunities to lead innovation, champion change and the satisfaction that the work you do makes a difference

VDOT is the third largest state-maintained highway system in the country, maintaining over 58,000 miles of roads, bridges, and tunnels, and employing over 7700 people through a diverse workforce.

Benefits Package

In addition to rewarding work experience, the position offers an extensive benefits package. This includes excellent health and life insurance benefits, pre-tax spending accounts, state funded Short- and Long-Term Disability, paid holidays, vacation, tuition assistance, free wellness programs, and a state retirement plan with options for tax-deferred retirement savings including employer matching. Moving and Relocation available to eligible candidate.

The Virginia Department of Transportation (VDOT) is an Equal Opportunity Employer by both policy and practice. For more information about our employment practices, please visit: "Information for VDOT Employees and Applicants": http://www.virginiadot.org/jobs/information_for_employees.asp

Minimum Qualifications

- Experience applying Title VI and VII of the Civil Rights Act of 1964 as amended, Federal Disadvantaged Business Enterprise Program and other civil rights laws.
- Progressively responsible leadership skills to effectively administer multiple responsibilities for federal and state equal opportunity programs.
- Skill in promoting, providing good customer service to customers.

- Experience applying business and management principles involved in strategic planning, resource allocation, human resources modeling, production methods and coordination of people and resources.
- Experience applying principles, processes for providing customer, personal services to include customer needs assessment, service quality standards, and evaluation of customer satisfaction.
- Experience managing staff, programs and budgets.
- Ability to communicate effectively orally and in writing with diverse audiences and to make presentations and conduct meetings.
- Experience applying construction management practices and principles.
- Skill in the use of computers and web-based applications.
- Ability to develop, direct multiple programs, related policies, procedures, establish long-range goals and objectives.

Additional Considerations

- Knowledge of program evaluation, analysis and strategic planning.
- A combination of training, experience, or education in Public Administration, Business Administration, Business Management, Engineering, Planning, Finance or other related field desired.
- Significant professional level experience. Progressive programmatic experience in related field and experience in administrative and management activities of transportation related programs.

Special Instructions

- You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to “Your Application” in your account to check the status of your application for this position.
- This position requires a fingerprint based Criminal History Background Check, DMV Record Check and Work History Verification with references.
- VDOT is an emergency operation agency. Positions physically working within Central Office locations may be designated upon request and coordination among the respective District Engineer or Administrator and Chief. Assignments are updated annually. Not all designated employees are provided with an emergency operations assignment.
- Once onboarded, this position may be eligible for telework opportunities; availability, hours, and duration of telework shall be approved as outlined in the Commonwealth telework policy.
- VDOT utilizes a market-based pay program, which has been approved by DHRM. Therefore, advertised rates of pay may or may not align with the Commonwealth pay bands.
- We are a “Virginia Values Veterans” (V3) official certified company and state agency that provides hiring preference to Veterans and Members of the Virginia National Guard in support of Executive Order 29, (2010). If you are a Veteran or Virginia National Guard Member, we urge you to respond accordingly on your state application.
- This position requires the submission of a Statement of Economic Interests (financial disclosure).

Candidates should apply by September 11, 2024, with resume, cover letter and contact information for five work-related, or professional references to www.jobs.virginia.gov. Questions can be directed to Adewumni Lewis, MGT Approved Independent Executive Recruiter at Tel: 847-380-3240.

Additional Contact Information

Name: Logan Sanchez

Phone : (804) 807-3482

Email : logan.sanchez@vdot.virginia.gov

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their AHP Letter (formerly COD) provided by the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Service-Connected Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their AHP Letter. Requesting an AHP Letter can be found at [AHP Letter](#) or by calling DARS at 800-552-5019.

Note: Applicants who received a Certificate of Disability from DARS or DBVI dated between April 1, 2022- February 29, 2024, can still use that COD as applicable documentation for the Alternative Hiring Process.

Each agency within the Commonwealth of Virginia is dedicated to recruiting, supporting, and maintaining a competent and diverse work force. **Equal Opportunity Employer**