

DEPUTY EXECUTIVE DIRECTOR
(COMMISSION ON HUMAN RIGHTS)

General Statement of Duties and Responsibilities

Under executive direction, acts as deputy to the Executive Director of the Commission on Human Rights; perform related work.

Examples of Typical Tasks

Assists the Executive Director in the direction, organization and management of the staff.

Formulates plans, methods, policies and procedures.

Supervises the heads of the major operating divisions in the functions of the agency.

Is the responsible for the establishment and execution of the various agency programs.

Represents and acts for the agency in relations with the public, civic groups and organizations.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university, and ten (10) years of satisfactory, full-time, paid experience in a progressively responsible administrative, supervisory or consultative capacity in such areas as social welfare, human relations, community relations or other related fields; or
2. A satisfactory equivalent.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive class.