



CELEBRATING 60 YEARS OF SAFEGUARDING
INDIVIDUALS FROM DISCRIMINATION

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DEPUTY DIRECTOR TENNESSEE HUMAN RIGHTS COMMISSION

NASHVILLE, TN

Minimum \$8,408 monthly

WHO WE ARE AND WHAT WE DO:

Tennessee Human Rights Commission's (THRC) mission is to safeguard individuals from discrimination through enforcement and education. THRC is an independent state agency responsible for enforcing the Tennessee Human Rights Act and the Tennessee Disability Act which prohibit discrimination in housing, employment, and public accommodation on the basis of race, color, creed, national origin, religion, sex, disability (not in public accommodations), familial status (housing only) and age (40+, not in housing). THRC is a neutral fact-finding agency charged to investigate each complaint of discrimination to determine if a violation of the Tennessee Human Rights Act or the Tennessee Disability Act has occurred. THRC also ensures the State of Tennessee's compliance with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color and national origin by State agencies receiving federal financial assistance.

HOW YOU MAKE A DIFFERENCE IN THIS ROLE:

THRC is seeking a highly qualified individual who is willing to meet the challenges of public service and support our mission. The Deputy Director will report to the Executive Director and support with overseeing the agency's operations which include enforcement and administration, policy and procedure development, case management, mediation, litigation, budget, human resources, education, and community outreach. The Deputy Director will also be responsible for the supervision, training, and development of staff members.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a bachelor's degree. Advanced degree (Master's or J.D.) preferred.
- Minimum of five or more years of full-time increasingly responsible professional experience.
- Five years effectively supervising staff, managing projects, and leading teams.
- Demonstrated sound and reasoned judgment. Ability to make decisions, justify recommendations, and be responsive and clear with staff and stakeholders.
- Strong organizational skills, including the ability to prioritize, multi-task, and manage workload to meet specific timeframes and deadlines.
- Effective communication and training skills, as well as strong presentation skills and critical analysis proficiencies.
- Strong work ethic, professionalism, and ability to adapt to changing priorities.

KEY RESPONSIBILITIES:

Administrative

- Provide strategic direction and leadership to the Commission and ensuring efficient functioning of all departments.
- Oversee daily operations and compliance of policies and procedures.
- Works closely with the Executive Director in development of budget and other projects.
- Assists in presentations before General Assembly.
- Serves as the agency head at the Executive Director's request.
- Develop and maintain agency policies and procedures at the direction of the Executive Director.

Supervision

- Monitoring the effectiveness of programs and initiatives, evaluating outcomes, and recommending improvements.
- Counsel and discipline unsatisfactory work behaviors and/or performance.
- Provide oversight for the mediation, intake, and investigation processes.

Case Management

- Provide legal research and counsel to intake and investigative staff to discover or explain the elements of proof for a particular case.
- Case management of the investigative staff- assigning cases and assessing case reports to determine the efficiency of staff.
- Negotiate the annual Work Sharing Agreements and contract extensions with EEOC and HUD- review annual case closures and charge receipts to determine contract performance goals.

Training

- Develop, coordinate, and conduct training programs for staff, stakeholders, and the public on various civil rights laws, policies, and practices.
- Develop and deliver training modules for outreach presentations.

COMPETENCIES:

- Performance Driven
- Approachability
- Planning
- Quality Decisions
- Strategic Agility
- Leading Change
- Critical Thinking
- Self-Awareness
- Action-Oriented
- Problem Solving
- Communication
- Time Management
- Customer Focused
- Reliability
- Integrity
- Professionalism