



Job Title: Executive Director, Huntington Human Relations Commission

Salary Range: \$55,678-\$63,319

Job Description: See below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email at lewiss@huntingtonwv.gov. They may also apply in person at City Hall, Room 145 – HR Office, or complete the online application at www.cityofhuntington.com. Click on City Government > Employment Opportunities > Apply for a Job > Online Application. Applications/resumes will be received through the close of business on Tuesday, 6/30/2026. EOE

EXECUTIVE DIRECTOR — HUNTINGTON HUMAN RELATIONS COMMISSION

Job Category: Administrative
Department: Human Relations Commission

Job Code No.: HHRC-01
Pay Grade: A17
FLSA Status: Exempt

NATURE OF WORK

This is a highly responsible administrative position, the purpose of which is to ensure the enforcement of the Huntington Human Relations Ordinance and to administer the staff functions of the Huntington Human Relations Commission (HHRC). The employee is responsible for providing advice and information to the Commission in the drafting of ordinance changes and rules and regulations. The employee is also responsible for formulating and executing policies established by the Commission related to the agency's mission. The Director is responsible for the direction and guidance of the staff employees and reports to the Mayor and members of the Commission.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS

- Graduation from a four-year college or university with a degree in criminal justice, sociology, industrial relations, management or a related field; considerable experience in working with minorities, religious groups and/or the economically and educationally disadvantaged; minimum of two (2) years of experience with a municipal governmental or social service agency working in the field of civil/human rights, including supervisory experience; or any equivalent combination of education and experience.
- Valid driver's license from state in which employee resides.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops annual operational goals and policies through sound management principles in implementing the Commission's responsibilities.
- Manages and timely submits an annual budget and annual report of the HHRC activities for presentation to City Council as well as a monthly report to the Commissioners of the HHRC, City Council and the Mayor.
- Directs the action of the Commission regarding disposition of pending complaints; assists in the drafting of proposed policies and drafting of proposals for federal grants; coordinates operations with other federal, state and local agencies; assists with the preparation of cases for public hearing; performs public relations functions for the Commission; and refers persons with non-jurisdictional complaints to the proper agency or department.

- Supervises and provides leadership for administrative staff and maintains the Commission's office for the intake of complaints of discrimination for the City of Huntington.
- Investigates and examines complaints; conducts conciliation proceedings when necessary; and issues formal determinations on all cases that are not withdrawn, conciliated or administratively closed.
- Responsible for the education of the general public to their rights under the law; informs those violating provisions of the Huntington Human Relations Ordinance, the West Virginia Human Rights Act, and various federal civil rights laws; and informs those in violation about how they can come into compliance.
- Educates the public and employers in human relations to bring about a better understanding between people, and publishes and distributes information covering all areas of discrimination.
- Conducts and/or plans seminars and workshops for employers, citizens, agencies and departments on human relations and rights.
- Maintains contact and cooperates with citizens, local groups and leaders, and initiates guest speaking engagements with various organizations and agencies.
- Provides local research and information pertaining to local, state and federal laws, and statistics on minorities and other protected classes, affirmative action, job and housing discrimination and other areas related to human rights, and is instrumental in dealing with specific areas of discrimination.
- Testifies in court or at administrative proceedings concerning findings of investigation; serves legal papers.
- Actively seeks state and federal grants to supplement funding of the Commission.
- Promotes courtesy and professionalism throughout the City of Huntington.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of federal, state and local civil rights legislation.
- Considerable knowledge of civil rights practices in industry, unions, employment agencies, real estate, public accommodations and education.
- Knowledge of conciliation/mediation practices and procedures.
- Knowledge related to the administration of federal grants and agreements.
- Skill in counseling in a variety of situations and in public speaking.
- Skill in the operation of standard office equipment.
- Ability to deal with complainants, respondents, the news media, and the general public in a professional manner.
- Ability to communicate effectively, both verbally and in writing.
- Ability to supervise and direct commission staff.
- Ability to plan, organize, direct and coordinate various projects and activities.
- Ability to exercise judgment and discretion in applying and interpreting City/Commission policies and procedures.
- Ability to handle confidential information and matters in a discreet and professional manner.
- Ability to establish relationships with various civil and human rights community organizations responsible for enforcement of federal and local civil rights laws.
- Ability to establish and maintain effective working relationships with City officials, Commission members, employees, and the general public and to manage public relations problems courteously and tactfully.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, printer, calculator, copy machine, and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear and smell. The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.