

The City of Dayton, Ohio

Human Relations Council Executive Director



It is an exciting time to serve as a leader in local government in Dayton.

Dayton is a Midwestern city in southwest Ohio with a regional population of 850,000 residents. The City's executive management team is cohesive, highly capable, and provides skilled oversight of City departments, divisions, programs, and budgets. It is an excellent time to join the Dayton team, where quality leadership and management is valued and recognized.

The Dayton metropolitan area offers an excellent quality of life supported by a reasonable cost of living, affordable housing choices, and a broad spectrum of cultural and recreational amenities. The Victoria Theatre Association, the Dayton Art Institute, minor league baseball, major college sports teams, and many family-oriented parks and bike paths are among the cultural resources available.

Dayton boasts twelve historic districts including the Oregon District where many original buildings from the 1800's still stand and where there is a vibrant shopping, dining and nightlife.

As the birthplace of storied aviation pioneers, the Wright Brothers, there are many aviation-related amenities in the region. The City lies in close proximity to Wright-Patterson Air Force Base and the U.S. Air Force Museum (the nation's largest). In partnership with the Dayton Chamber of Commerce, the Dayton International Airport hosts the annual Vectren Dayton International Air and Trade Show.

The Dayton metropolitan area is also home to 25 colleges and universities that promote academic excellence and major collegiate sports programs. Ten hospitals in the Dayton area have received five-star ratings for their areas of specialty and are located close by.

Additional information about the City of Dayton, and the HRC may be found at: www.daytonohio.gov

THE CITY ORGANIZATION

In 1913, the City of Dayton was the first large city to adopt the Council Manager form of government.

The Dayton City Commission is comprised of five members - a Mayor and four Commissioners - who are elected at-large on a non-partisan basis. The Executive Director of the Human Relations Council as well as the HRC Board are appointed by the City Commission.

The City Manager ensures goals are met and services are provided by managing the City's departments, divisions and offices. The City Manager reports to the Dayton City Commission.

Dayton City government provides a full range of services including police, fire, EMS, street maintenance, waste collection, building inspection, water supply and treatment, sewer maintenance, wastewater treatment, recreation, municipal courts, an international airport, general aviation airport, and a convention center. The City of Dayton organization is comprised of 15 departments/offices employing approximately 2,000 employees. The General Fund budget is approximately \$150 million.

Mission

As stewards of the public trust, our mission is to provide leadership, excellent services, and participatory government to enhance the quality of community for all who live, work, raise families, play, or conduct business in Dayton.

Vision

Dayton is a community where people choose to live, work, play, and raise families. We serve as a regional leader and resource in offering cutting-edge services to our many customers.

Leadership Philosophy

We expect leadership qualities within each individual. We solicit each other's input and incorporate it into decision-making processes. To perform at the highest possible level, we procure and utilize appropriate resources, equipment, and training. We treat each other with dignity and respect and expect each individual to operate by our values.



Core Values

Respect

We serve our citizens and one another with courtesy and dignity, recognizing the impact our actions have on the quality of life now and in the future. We value the diversity throughout our community and organization.

Integrity

We are honest and ethical in all of our dealings with each other and with the public.

Accountability

In the performance of our duties, we are individually and collectively accountable to citizens, customers, and stakeholders. We are competent, responsible, and dedicated to providing effective and efficient services.

Commitment to Excellence

We provide quality services with a continuing focus on customer value and financial performance. These services are provided with clear communication, cooperation, and teamwork.

THE HUMAN RELATIONS COUNCIL

The Human Relations Council (HRC) is an extension of the City Commission and functions as an “instrumentality of government.” The Human Relations Council works to influence and ensure a culture of fair treatment, inclusion and equal access to opportunities for all who live, work, play, and gather in the City of Dayton. Established in May of 1962, the HRC seeks to promote peace, goodwill, and harmony and works to ensure equal treatment and opportunity for all.

The ten-member Board of the Dayton Human Relations Council is critical to fulfilling the mission of the organization. Members are appointed by the Dayton City Commission. Board members can serve up to two consecutive three-year terms.

The daily pursuit of the goals of the City Commission and the HRC is done by the Executive Director and a dedicated staff of up to 15 full-time members.

The 1962 ordinance establishing the HRC is equally important today as it was 56 years ago. The City of Dayton organization continues to prioritize the elimination of prejudice and discrimination because of race, color, religion, national origin, familial status, ancestry, sex, place of birth, age, marital status, sexual orientation, gender identity, or disability. The HRC continues to enforce civil rights; provide business and technical assistance to minority-owned, woman-owned and small businesses; and administer community relations programs.

Civil Rights Enforcement

The Human Relations Council is responsible for the civil rights enforcement of anti-discrimination ordinances. The Dayton HRC offers services for those who have experienced specific instances of discrimination that challenged or hindered the ability to obtain housing, employment, public accommodations and credit transactions within the City of Dayton.

When the Council concludes that unlawful discrimination has taken place, the matter is referred to the City Law Department or other appropriate agency. When discrimination does not fall within the HRC jurisdiction clients are referred to other resources which can aid in combating other forms of discrimination and discriminatory actions outside of Dayton.

Complaints are accepted and investigated from individuals alleging discrimination. The discrimination must occur within the territorial limits of the City of Dayton. If the complaint is outside of this jurisdiction, the HRC will provide a referral to the appropriate agency.

Employment

The City of Dayton's anti-discrimination ordinances prohibit discrimination in employment. The ordinance applies to employers located within the City of Dayton with four (4) or more employees.

Fair Housing

The HRC is certified as a substantially equivalent agency with the United States Department of Housing and Urban Development (HUD). This means that HUD has determined that the City of Dayton enforces a law that provides substantive rights, procedures, remedies and judicial review provisions that are substantially equivalent to the federal Fair Housing Act. The fair housing team investigates complaints of unlawful discrimination, conciliates differences between Complainants and Respondents, subpoenas records, evidence, and testimony, and provides community education and outreach about issues related to discrimination in housing and employment.

Public Accommodations

The City of Dayton's ordinances prohibit discrimination in the area of public accommodations. This applies to the owner of any business or place of public accommodation as well as any agent representing the establishment. The City prides itself on being a place all residents and visitors can enjoy freely without being subject to discrimination.

Credit Transactions

While the Fair Housing Act addresses fair lending and credit transactions related to mortgages, the City's ordinances prohibit discrimination in any credit transaction. The ordinance does not bar a creditor from reviewing an application for credit on the basis of established criteria as long as it is not discriminatory.

Language Access

The City of Dayton works to provide meaningful access to its services for those with limited English proficiency.

Business and Technical Assistance

The City of Dayton is committed to the inclusion and expansion of opportunities for small, local, minority-owned, woman-owned, and small disadvantaged businesses. The HRC administers programs aimed at increasing the competitiveness of minority-owned, woman-owned, and small disadvantaged businesses including certification programs, contract compliance, affirmative action assurance, and technical assistance.

Certification

The City of Dayton is committed to the inclusion of, and expansion of opportunities for, disadvantaged and local small businesses. The Procurement Enhancement Plan (PEP) requires the City to certify, identify inclusion opportunities, and establish procurement goals for Small Business Enterprises (SBEs), Minority Business Enterprises (MBEs), Women's Business Enterprises (WBEs), and Dayton Local Small Businesses (DLSBs). The HRC leads the City's efforts toward achieving PEP goals through its certification programs and contract compliance process. The HRC is also a certifying agency for the federal Disadvantaged Business Enterprise (DBE) program (49 CFR Part 26) and HUD Section 3 (24 CFR Part 135). Companies certified as PEP MBE or WBE are eligible for cross-certification in the State of Ohio's Encouraging Diversity, Growth and Equity (EDGE) program. The Board also makes decisions on appeals to Procurement Enhancement Program (PEP) certification denials.

Affirmative Action Assurance

The City of Dayton requires Affirmative Action Assurance ("AAA") certification for all entities that may be awarded contracts involving any expenditure or cumulative expenditures in a calendar year requiring City Commission approval.

Minority Business Assistance Center

HRC offers a wide variety of assistance to small businesses including management and technical assistance, procurement information, organizational assessment, and access to seminars and conferences. The Minority Business Assistance Center (MBAC) offers free assistance to minority-owned, woman-owned and small businesses in our service area.

Business Resources

The Human Relations Council has acquired a number of informational resources which can benefit many businesses. The HRC staff assists businesses in accessing these resources.

First Financial Bank Micro-Lending Program

First Financial Bank has partnered with the HRC and the Greater Dayton MBAC to provide loans to small, minority-owned, and at-risk businesses within the Dayton community.

Community Relations Programs

Welcome Dayton

The Welcome Dayton effort promotes immigrant integration into the greater Dayton region by encouraging business and economic development; providing access to education, government, health and social services; ensuring equity in the justice system; and promoting an appreciation of arts and culture.

Community Police Relations Initiatives

The mission of the Community Police Relations Initiatives is to facilitate positive engagement and increased trust between law enforcement and the neighborhoods they serve to support safe and inclusive communities. The Human Relations Council works with and on behalf of the community to create safe neighborhoods that include the police and residents working together to improve relationships and reduce or eliminate crime.

Community Initiative to Reduce Gun Violence

The Community Initiative to Reduce Gun Violence (CIRGV) seeks to reduce group-related gun violence and homicides in Dayton, Trotwood, and Montgomery County. CIRGV provides life-changing supportive services to individuals that desire positive transformation in their lives, and engages the moral voice of the community to promote a neighborhood standard that openly values life and safety while denouncing gun violence. Law enforcement supports CIRGV through enhanced multi-jurisdictional policing efforts.

Community Police Council (CPC)

The CPC is comprised of representatives of neighborhoods, businesses, churches, community agencies, youth groups, law enforcement, and local government. The CPC is responsible for developing, overseeing and assisting with the implementation of effective strategies to reduce crime and disorder, change perceptions and facilitate positive engagement and increased trust between Dayton Police Officers and the neighborhoods they serve by providing venues for the community to have the ability to speak, to be heard, and to have their perspectives considered.

Citizen's Appeal Board

The Citizens' Appeal Board is a five-member body established by the City Manager as authorized by City Commission Ordinance. The Dayton Police Department's Professional Standards Bureau investigates alleged Police misconduct and issues findings. The Board hears any citizens' appeals of those findings. Additional duties of the Board include reviewing quarterly reports from the Professional Standards Bureau regarding misconduct cases that are under investigation and working to enhance professional standards within the Police Department.

Citizen Police Conversations

This program provides a space for conversations between officers and citizens with a mediator to discuss the events that led up to a citizen complaint. These conversations can help citizens talk about their experience with the officer, clear up misunderstandings and miscommunications, or result in a mutual understanding of the situation.

THE POSITION OF EXECUTIVE DIRECTOR

Purpose

To plan, coordinate, and direct programs and services directed toward influencing and ensuring a culture of fair treatment, inclusion and equal access to opportunities and the elimination of discrimination through civil rights enforcement; contract compliance and business and technical assistance; and implementing programs and initiatives that promote peace, goodwill, and harmony for all who live, work, play and gather in the City.

Supervisory Responsibilities

The incumbent carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The incumbent must maintain a thorough knowledge of administrative policies and procedures and standard operating guidelines/procedures.

Essential Duties and Responsibilities

The incumbent is appointed by the Mayor and City Commissioners and receives broad policy guidelines from that body. The ten (10) member Human Relations Board works closely with the incumbent in the resolution of complaints and implementation of programs.

The Human Relations Council is designated to act as an enforcement, mediating and consulting agency for citizens and industry in the Dayton area. Discrimination complaints concerning housing, equal employment opportunity, credit, and public accommodations may be presented for investigation and resolution through conciliation or enforcement when applicable. In addition, the HRC is also responsible for contract compliance and ensuring diversity in the City's bidding and procurement processes. The HRC assists various industries in developing diversity and inclusion plans and equal employment opportunities. Referrals may come from federal agencies, state agencies, industries themselves, or as an outgrowth of complaints.

The incumbent develops and implements programs and long-range goals for the Human Relations Council. The Board makes final decisions in complaint resolutions and certification appeals. The Director makes recommendations for resolutions which are generally accepted.

The incumbent is responsible for working with other governmental agencies in various areas of human relations such as civil rights cases, fair housing issues, minority and female business enterprises and employee staffing, utilization and disability issues, as well as federal and state equal employment opportunities, and affirmative action.

The incumbent is responsible for working with the private sector to ensure clear understanding and dialogue as it relates to Dayton's ordinances and programs designed to prohibit discrimination.

The incumbent is also responsible for ensuring that all firms doing business with the City of Dayton are approved and acceptable in accordance with the rules and regulations guiding the procurement policies of the City of Dayton that are enforced by the Human Relations Council.

The incumbent may answer questions from the press or conduct such public hearings deemed necessary to ascertain or design solutions to problems that may cause harm to the health and well-being of the community.

In performing the designated duties, the incumbent often utilizes many techniques -- among them are community roundtables, group seminars, detailed studies, national forums and meetings.

The incumbent also directs the preparation of printed materials (brochures, training manuals, exhibits, audio visual aids for groups, etc.).



The incumbent is responsible for fairly and accurately interpreting the complex needs of the entire community and City government as well as the various needs of different neighborhoods. The use of historically relevant and statistically significant data shall be used by the incumbent in determining these needs. Critical areas include employment, housing, public accommodations, businesses, and educational institutions.

The incumbent is expected to exercise insightful and creative judgment in the day-to-day discharge of duties. The incumbent is directly and ultimately responsible for the selection, supervision, and evaluation of agency employees, consultants, and other resources necessary for the daily operation of the HRC.

The incumbent is also responsible for the management of the various grants and special programs that are under the jurisdiction of the HRC. Most notable are the Federal Fair Housing Assistance Program and the State of Ohio's Minority Business Assistance Center.

The Human Relations Council aims to inform the public about legislation, possible areas of discrimination and recourse available. The incumbent acts as the primary spokesperson and represents the HRC's viewpoint at public meetings, on various committees and on radio and television.

The incumbent must be aware of varying human relations policy and personal differences among the Commission, Board and City administrators and endeavors to resolve these problems with as little conflict as possible.



Principal Accountabilities:

- Plans and supervises implementation of programs designed to reduce discrimination of all types in the Dayton Metropolitan area.
- Promotes inter-group and community peace through mediation and discrete intervention to maintain good community relationships.
- Assures efficient administration of Human Relations Council through efficient supervision of staff and preparation of budget.
- Acts as chief representative of the HRC at media appearances, seminars and committees to disseminate HRC philosophy and information.
- Directs resolution of discrimination complaints through staff supervision and recommendation to Board to ensure equal treatment for citizens.
- Directs preparation of Affirmative Action Plans and diversity and inclusion plans for Dayton industries to assist them in complying with federal, state, and local laws.
- Receives reports from the professional staff and analyzes such for appropriate action.
- Enhances the public's knowledge and awareness of civil/human rights issues and legislation.
- Ensures the efficient operation of grant programs.
- Ensures the enforcement of ordinances prohibiting discrimination.

ISSUES, OPPORTUNITIES AND CHALLENGES

- The City Commission and the HRC share a commitment to diversity and fair treatment of all residents, businesses, and communities. The HRC Executive Director advises the City Commission and works to achieve the goals set forth by the Commission and Board.
- Effective communication among the elected leadership and the communities served is paramount as common goals are pursued. The HRC Executive Director is a primary facilitator of that communication.
- The HRC assists City departments in setting and meeting the annual diversity goals that are set on construction and goods and services bids. This process includes the coordination of multiple parties to ensure that goals are established in a manner consistent with the priorities of the elected leadership and the HRC as outlined in the 2008 Second Generation Disparity Study.

- Much of HRC's work is grant funded, thus aggressive and successful grantsmanship is critical to HRC's future.
- Dayton has faced challenges to its economy but is beginning to see a resurgence in economic development efforts. It is the role of the HRC to not only guide the procurement processes of the City but to also engage large stakeholders to adopt and implement the efforts of HRC strategic programming.
- The HRC staff is largely composed of young professionals. The Executive Director guides the staff in meeting the city/agency goals while training and mentoring their development. The nature of the HRC work offers the staff significant visibility throughout the City organization and throughout the community. Their visibility as skills develop and they gain experience frequently leads to advancement opportunities. This type of turnover is consistent with City/HRC goals and encouraged.

REQUIREMENTS INCLUDE

Education/Experience

Master's degree required, preferably in sociology, psychology, public administration, business administration, or a related field from an accredited college or university, as recognized by the Department

of Education. Must have at least 5 years of supervisory experience and a demonstrated ability to function in a diverse and demanding environment.

Certificates, Licenses, Registrations

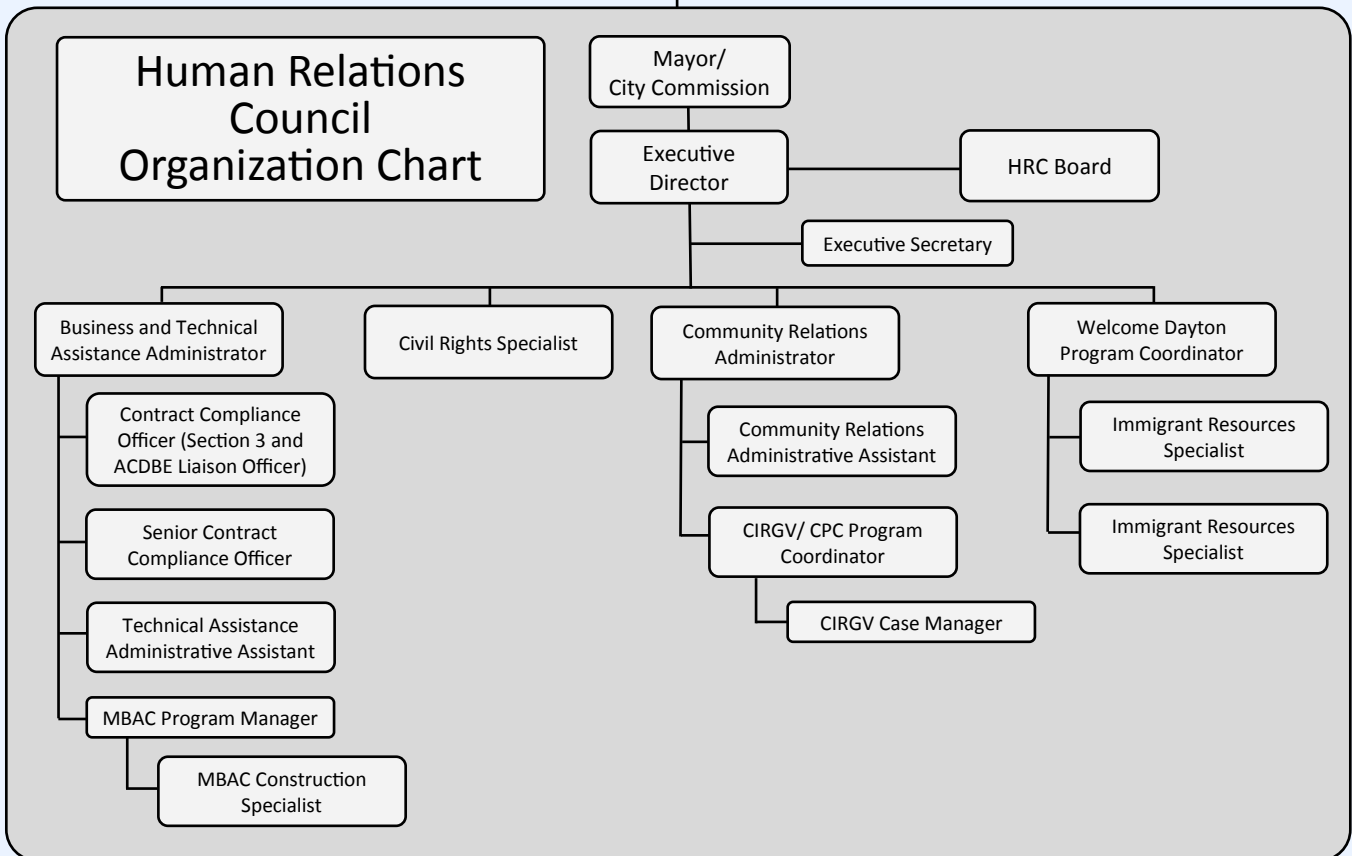
Must have a valid driver's license at time of appointment and maintain as a condition of continued employment.

A successful candidate will be able to demonstrate most or all of the following professional and personal characteristics

- Resourceful and self-directed
- Trustworthy, transparent, and fair
- Comfort navigating difficult conversations
- Quick and agile thinker who anticipates issues

Areas of Special Expertise

- Legal, civil rights or human service experience
- Familiarity with community/police relations
- Consensus model of decision making
- Ability to facilitate and manage conflicts constructively
- Demonstrates knowledge of interdependence in the area of race relations
- A focus on building team, with effective succession planning practices



SALARY AND BENEFITS

Salary

Beginning salary is negotiable anywhere within the range depending on the experience and qualifications of the selected candidate.

Benefits

Health Insurance

The City offers a High Deductible Health Plan with a deductible of \$2,100 for single coverage and \$4,200 for family. The City funds 71% of the deductible with a Health Reimbursement Account or Health Savings Account. New employees are placed in the HRA. After the deductible is satisfied, there are \$20 co-pays for office visits, \$200 co-pays for emergency room visits and prescriptions co-pays of \$10, \$20 or \$30. Other covered hospital and laboratory expenses are paid at 100% after the deductible is satisfied. Employees pay \$70 per month for single coverage and \$200 per month for family coverage.

Dental Insurance

City pays the full premium for coverage with Superior Dental Care.

Life & AD&D

\$25,000 basic life and \$25,000 AD&D.

Optional Life

Employees may purchase from \$10,000 to \$500,000, (in \$10,000 increments) subject to a maximum of 5 times salary. The plan has a \$200,000 guarantee issue provision.

Long Term Disability

Employees may purchase at group rate. Two plans are available which pays 60% salary continuation up to \$5,000 per month in the event of disability with benefits beginning either 90 or 180 days after incapacitation.

Retirement Plan

Covered under the Ohio Public Employees Retirement Fund. Employees contribute 10% of earnings and the City contributes 14%.

Deferred Compensation

Employees can contribute to a tax deferred 457 retirement plan. Two plan options are available, Ohio Deferred Compensation Plan and ICMA Retirement Corporation.

Optional Executive Benefits

In 2018, employees received \$4,274.84 to be used at the employee's discretion for expenses associated with use of a city/personal car for City business (\$100/mo.), family life insurance, tax and legal services, educational services, an Individual Retirement Account (IRA), medical services, purchase of prior service credits with retirement system, or deferred compensation. The amount is pro-rated during the first year as an executive.

Time Off

10 holidays per year, 20 days of vacation per year. First year is pro-rated (1 2/3 days per complete month of service). Sick leave is granted at the Commission's discretion.

TO APPLY

The position will remain open until filled and the process will move forward immediately upon receipt of an adequate pool of well-qualified applicants.

If interested, please email your resume and cover letter with current salary immediately to slavin@bellsouth.net.

For additional information about this opportunity, contact

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