



The City of Wilson, NC, an innovative and resilient community willing to take risks, seeks a community-minded professional to serve as its next **Human Relations Director**. City leaders desire a professional who is exceptionally skilled in evaluating community needs and the design and implementation of appropriate community programs to meet the needs of a community. Utilizing innovative methods, the next **Human Relations Director** will creatively enhance the community's awareness and understanding of the department's responsibilities to protect civil rights, address discrimination, raise awareness of diversity, equity, and inclusion (DEI), administer the Fair Housing program, and assist with the resolution of landlord/tenant complaints, etc. The **Human Relations Director** will also facilitate discussions and opportunities for the community to express their concerns and participate in solutions for social justice issues, including but not limited to ADA accessibility and homelessness, and other areas of concern.

About the Organization, Department, and Position:

The City of Wilson, which operates under a Council/Manager form of Government, is led by a Mayor, and seven council members and employs over 700 employees. The Human Relations department provides innovative services and programs enhancing the quality of life for the people and communities of the City of Wilson. The department meets the needs of the city's diverse community members by serving as a primary referral resource for human services, coordinating and facilitating community involvement, and improving community relations.

Reporting to the Assistant City Manager, the **Human Relations Director** manages the department's \$398,390 budget and oversees two highly skilled Human Relations Assistants with significant tenure, experience, and organizational history. A temporary AmeriCorps position, also under the leadership of the **Human Relations Director**, is currently supporting the department with its engagement of the Latino population. The **Human Relations Director** is responsible for:

- Studying problems in the area of human relations, whether actual or potential;
- Promoting equality of opportunity for all community members without regard to age, sex, race, religion, national origin, or political affiliation;
- Developing, improving, and promoting understanding, respect, and goodwill among all community members;
- Providing channels of communication among the various racial, religious, ethnic, and economic groups within the city;
- Encouraging youth to become better trained and qualified for employment; and,
- Providing channels of communication between all community members and the city government.

The **Human Relations Director** will proactively advocate for the needs of the department and the community, exercising exceptional communication and interpersonal skills to articulate sensitive information and bridge gaps where divergent interests lie. The department implements many events to promote community engagement, diversity, equity, and inclusion. The Whirligig Festival – Wilson's largest festival promoting art, entertainment, and food, is organized and implemented by the Human Relations department. The annual PRIDE festival, established in 2021, brings awareness to LGBTQIA+ rights and promotes a more inclusive space for the LGBTQIA+ community. The Human Relations department staff aids with the implementation of this event. The

next **Human Relations Director** will navigate the city's support and endorsement of this festival, along with other city-endorsed events, with community interests and opinions to ensure equity and inclusion.

Qualifications:

A bachelor's degree related to public administration, community services, human services, or a similar degree-level of study or appropriate certification or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the duties **is required**. A master's degree in a similar field of study *is preferred*. A minimum of 3-5 years of managerial-level experience in the Human Relations field as a Director, Assistant Director, or the equivalent of a senior-level official is required. Human Relations experience in advocacy for fair housing, discrimination, civil rights, and conflict resolution is required. Experience in community relations at the local government level is preferred. A valid NC State driver's license or the ability to obtain it within a designated time following appointment is required. The City of Wilson is an Equal Opportunity Employer.

Salary and Benefits: The full salary range is \$77,764.06 to \$128,699.85. Salary will depend on experience and qualifications. The city's comprehensive benefits package can be viewed [here](#).

To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Human Relations Director – City of Wilson, NC** title.

- All applications must be submitted online via the Developmental Associates application portal – NOT the city employment application portal, nor any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants **should apply by August 6th, 2023**.
- Successful semi-finalists will be invited to participate in virtual interviews and skill evaluations likely to be held on September 14th – 15th, 2023. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to: hire@developmentalassociates.com.

Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select “*Client Openings*,” and scroll down to “*Important Information for Applicants*.”