



City of Cedar Rapids  
Civil Rights Director

<b>SALARY</b>	\$42.46 - \$59.41 Hourly \$88,316.80 - \$123,572.80 Annually	<b>LOCATION</b>	Vets- 50 2nd Ave Bridge Cedar Rapids, IA
<b>JOB TYPE</b>	Full-Time	<b>DEPARTMENT</b>	Civil Rights
<b>OPENING DATE</b>	12/13/2024	<b>CLOSING DATE</b>	1/19/2025 11:59 PM Central
<b>FLSA</b>	Exempt	<b>BARGAINING UNIT</b>	NON_BARGAINING

The City is seeking an experienced and dedicated Civil Rights Director to lead and manage the activities and operations of the Cedar Rapids Civil Rights Commission. The ideal candidate will be responsible for ensuring compliance with civil rights laws, promoting equity and inclusion, and serving as an advocate for underrepresented communities. This position requires a proactive leader with a deep understanding of civil rights issues and a passion for fostering a culture of diversity and justice.

#### About our Organization

At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community. We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation.

#### About our Community

Nestled in the heart of Iowa, Cedar Rapids is our vibrant and diverse community known for its rich history, culture, and natural beauty. Our city has a strong sense of community which can be seen at any of our numerous parks, recreational opportunities, and family-friendly events year round. You can also explore our thriving downtown district, filled with shops, restaurants, and entertainment options, or take a stroll along the Cedar River, which runs through the heart of the city. [Cedar Rapids - Why you should live here!](#)

#### About this Opportunity

Directs the operations and activities of the Civil Rights Office

*The City of Cedar Rapids does not offer sponsorship for employment authorization.*

#### Job Duties & Responsibilities

- Champions the mission of the Civil Rights Commission to advance and protect equality under the law.
- Oversees investigations into complaints of discrimination in housing, employment, public accommodation, education, and credit ensuring appropriate resolution in a timely manner.
- Leads strategic planning, policy development, data collection, and reporting efforts to support civil rights initiatives.
- Plans, coordinates, and oversees the day-to-day operations and programs of the department.

- Acts as a resource and advocate on civil rights, diversity, inclusion and cultural competency matters for the City, local organizations, and the public.
- Supervises and mentors team members, including assigning tasks, providing feedback, and conducting performance evaluations.
- Develops, manages, and oversees the department's budget ensuring fiscal responsibility.
- Maintains and monitors contracts with the US Department of Housing and Urban Development and the Iowa Civil Rights Commission
- Represents the Civil Rights Commission at community events and public forums; creates and delivers engaging presentations to promote awareness and education.
- Performs related work as required.

### Required Education and Experience

- Bachelor's degree from an accredited college or university in the social sciences, public administration or a related field and five to seven years of experience in civil rights investigations, education and/or enforcement OR
- An equivalent combination of education and experience (i.e. one year of relevant experience may substitute for one year of education)
- Experience leading and supervising teams
- Strong written, verbal, and interpersonal communication skills
- Proficiency in Microsoft Office
- A collaborative mindset with the ability to work effectively with people from diverse backgrounds and experiences

### Work Schedule

- Monday-Friday, 8:00am-5:00pm

### Benefits

#### We offer benefits and beyond for our employees and their families!

- Multiple health insurance plans administered by Wellmark Blue Cross and Blue Shield with low employee premiums, deductibles, and co-insurance (view our benefits summaries for more information: [Choice Plan \(Download PDF reader\)](#) and [Traditional Plan \(Download PDF reader\)](#))
- Expansive Wellness Program and low cost onsite exercise facilities
- Dental Insurance with Delta Dental of Iowa
- 100% city paid basic life insurance
- Other voluntary benefits offered including vision, long-term disability, and supplemental life insurance
- IPERS Retirement - Iowa Public Employees Retirement System, with contributions of 6.29% employee/ 9.44% City ([IPERS \(Download PDF reader\)](#))
- Deferred Compensation (IRS Section 457) retirement programs
- Generous paid time off AND 11 paid holidays per year
- Paid Parental Leave program with 4 weeks of paid time off
- Annual salary increases, AND an annual across-the-board increase (determined by available budget)
- Longevity Pay for years of service
- Educational assistance up to \$3,000 per year
- A culture that is supportive and committed to professional development opportunities
- Public Service Loan Forgiveness – Employees may qualify for the PSLF program which forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments while working full-time for a qualifying employer. [See more information here](#)

### Equal Opportunity/Affirmative Action Statement

The City of Cedar Rapids is an equal opportunity/affirmative action employer. All job applicants will receive consideration for employment free from discrimination on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

**Applicants with Disabilities**

We respect and value people with disabilities and are committed to providing a workplace culture of disability inclusion. People with disabilities are supported during the hiring process and are encouraged to apply for employment with the City of Cedar Rapids. In support of the Americans with Disabilities Act, reasonable accommodations will be provided to those in need of assistance with the application and interview process. To request an accommodation, contact the City's Human Resources department by phone at 319-286-5000 or by email at [hr@cedar-rapids.org](mailto:hr@cedar-rapids.org).

**Agency**

City of Cedar Rapids

**Address**

101 1st Street SE

Cedar Rapids, Iowa, 52401

**Phone**319-286-5111  
319-286-5019**Website**<http://www.cedar-rapids.org/>**Civil Rights Director Supplemental Questionnaire****\*QUESTION 1**

Do you possess a Bachelor's degree from an accredited college or university in the social sciences, public administration or a related field and 5-7 years of experience in civil rights investigations, education and/or enforcement or an equivalent combination of education and experience?

- Yes  
 No

**\*QUESTION 2**

Please briefly describe your experience in civil rights investigations, education and/or enforcement.

**\*QUESTION 3**

Please briefly describe your experience leading and supervising teams.

**\*QUESTION 4**

Please briefly describe your experience working collaboratively and effectively with people from diverse backgrounds and experiences.

\* Required Question