

Human Rights Program Manager Tompkins County

Department: Human Rights Department

Classification: Competitive

Labor Grade: Confidential 63

Approved: 3/2026

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS :

1. Bachelor's degree in Human Rights, Law, Public Administration, Social Sciences, or a closely related field **and** two (2) years of professional experience in human rights, civil rights, community advocacy, program administration, or a related area **OR**
2. Associate's degree in Human Rights, Law, Public Administration, Social Sciences, or a closely related field **and** four (4) years of professional experience in human rights, civil rights, community advocacy, program administration, or a related area **OR**
3. Any equivalent combination of education, training, and experience equal to or greater than a or b.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our Strategic Plan and Institutionalizing Equity Report, which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for planning, coordinating, implementing, and evaluating human rights programs and initiatives for Tompkins County. The Human Rights Program Manager works to advance equity, inclusion, and compliance with human rights laws through community engagement, education, advocacy, research, and program oversight. The incumbent collaborates with county departments, community organizations, and residents to address discrimination, promote access to services, and strengthen protections for protected classes.

The work is performed under general supervision from the County Administrator (or their designee) with considerable independence. Supervision may be exercised over program staff, interns, volunteers, or temporary staff.

TYPICAL WORK ACTIVITIES:

(Illustrative only and not intended to be all-inclusive)

- Develops, implements, and monitors human rights programs and initiatives aligned with County priorities
- Conducts outreach and education to community members, service providers, and employers on human rights laws and protections
- Assists in the development of policies, procedures, and program standards related to equity and non-discrimination
- Collects, analyzes, and reports data related to program outcomes and community needs
- Coordinates trainings, workshops, and public forums on human rights issues

- Collaborates with County departments, community organizations, and advocacy groups
- Prepares reports, grant materials, correspondence, and presentations for internal and external stakeholders
- Assists with grant compliance, monitoring, and reporting requirements
- Represents the County at meetings, committees, and community events
- Maintains accurate records in accordance with County and legal requirements

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of federal, state, and local human rights and anti-discrimination laws
- Knowledge of principles of equity, inclusion, and social justice
- Ability to plan, implement, and evaluate programs
- Ability to communicate effectively, both orally and in writing
- Ability to work collaboratively with diverse populations and stakeholders
- Ability to analyze data, prepare reports, and maintain records
- Ability to exercise sound judgment, discretion, and confidentiality
- Ability to organize work, manage multiple priorities, and meet deadlines

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