



**City of Albany
Common Council**

CALL FOR APPLICATIONS

Commission on Human Rights

The Albany Common Council is seeking applications from qualified residents of the City of Albany for the following position:

Title of Position:

Member, Commission on Human Rights

Term of Appointment:

Appointments are typically for a three-year term (except where to fill a vacancy) with eligibility for reappointment to an additional term of three years. No member shall serve for a period that exceeds two consecutive three-year terms.

The start date and duration of appointments may be effected by the vacancy being filled. Appointees replacing a member who did not complete their term shall serve for the remainder of that term.

Qualifications of Members:

Members shall reside in the City of Albany and possess a reputation for fairness, integrity and responsibility and have demonstrated an active interest in public affairs and service. The Mayor and the Common Council shall reflect community diversity in their appointments, including, but not limited to, income level, race, religion, ethnicity, age, gender and sexual orientation. Officers and employees of the City of Albany are not eligible for appointment.

Position Responsibilities/Duties:

The Commission on Human Rights is a nine-member body jointly appointed by the Mayor (five members) and the Common Council (four members). It meets no less than six times per year.

An individual appointed to the Commission on Human Rights will attend scheduled meetings to aid in the Commission's work towards fostering an atmosphere of respect and celebration of our diversity in the City of Albany.

The primary objectives of the Commission are:

1. To foster mutual respect and understanding among all persons and racial, religious and nationality groups in the community;
2. To inquire into incidents of tension and conflict among or between various racial, religious and nationality groups, and to take such action as may be designed to alleviate such tensions and conflict; and

3. To receive and resolve complaints of alleged because of race, creed color, national origin, age, gender, sexual orientation, disability, marital status, and arrest and/or conviction record and to attempt to resolve such conflicts.

In partnership with the Department of Administrative Services, the Commission publishes the Equity Agenda Report on the City's progress in achieving equity by December 21 annually.

The Commission files biannual reports with the Common Council and the Mayor summarizing complaints filed in accordance with Article III of Chapter 48 of the Code of the City of Albany and the status thereof. The Commission additionally files an annual report with the Common Council and the Mayor on or about January 31 summarizing its activities for the preceding year.

Statutory Authority:

Part 36 (Commission on Human Rights) of Chapter 42 (Departments and Commissions) of the Code of the City of Albany

Section 183-3 of Chapter 183 (Equity Agenda) of the Code of the City of Albany further sets forth the Commission's responsibility in measuring and monitoring the Equity Agenda.

Application Requirement:

Applicants are asked to submit their current resume, a letter of intent describing their qualifications, their home address, as well as their phone numbers. Please submit these files as a Word document or PDF. Applicants may either submit these materials by mail, fax, [email](#), or [online form](#) on the Common Council website:

Albany Common Council
Attn: Shaniqua Jackson, City Clerk
Room 202, City Hall, Albany, NY 12207
Tel: 518-434-5087 / Fax: 518-434-5081 / e-mail: commoncouncil@albanyny.gov/
<https://www.albanyny.gov/734/Call-For-Applications>

Applicants will be interviewed by a select committee of the Common Council prior to appointment.

Deadline for Applications:

Applications are accepted on a rolling basis. Applicants will be interviewed by a select committee of the Common Council prior to appointment. All applications received will be retained by the Common Council for one year. The Office of the Common Council may contact you for other positions if in our determination you are qualified for other vacancies.

Policy Statement

The Common Council is committed to assuring that its appointments to city boards, authorities, commissions or committees is representative of the diversity of Albany's population. Consistent with the City of Albany Human Rights Law, it is the policy of the Common Council to prohibit discrimination because of race, sex, creed, color, religion, national origin, sexual orientation, gender, gender identity or expression, age, disability, marital or domestic partner status, or natural hairstyle in all aspects of its personnel policies, programs, practices and operations.