



VIRGINIA DEPARTMENT OF TRANSPORTATION **CIVIL RIGHTS DIVISION ADMINISTRATOR**



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VIRGINIA DEPARTMENT OF TRANSPORTATION

CIVIL RIGHTS DIVISION ADMINISTRATOR



The Virginia Department of Transportation is seeking a Civil Rights Division Administrator.

The Virginia Department of Transportation (VDOT) is excited to announce an opportunity for a resourceful and collaborative professional to serve as a Civil Rights Division Administrator. This is an excellent opportunity to work on exciting and challenging projects as you lead and direct VDOT's Civil Rights programs. In this role, you will champion efforts on behalf of VDOT, to promote equal opportunity, non-discrimination, and diversity in all facets of transportation operations, programs and service.

This brochure provides an overview of VDOT as well as the requirements and expected qualifications for the Civil Rights Division Administrator's position.

THE POSITION IN BRIEF

- As the Civil Rights Division Administrator, you will develop, implement, and monitor policies and procedures to ensure compliance with civil rights laws, regulations, and guidelines, advise senior leadership on civil rights issues and recommend strategies to promote diversity and inclusion. You will ensure that the development of Title VII programs is consistent with state and federal law and regulations and direct the Disadvantaged Business Enterprise Program (DBE), Title VI and other funded programs.
- You will operate in a highly strategic role, interacting with diverse constituencies including General Assembly members, government officials, and industry representatives on matters relating to administrative and operational program aspects, resolution of major issues affecting the public or industry, and consulting on legislative issues. You will also provide strategic input on financial issues and concerns relating to or stemming from the Civil Rights program
- VDOT's next Civil Rights Division Administrator will have the opportunity to build a strong staff team with a commitment to customer service and responsiveness. Competitive candidates must have a demonstrated ability to lead and manage the performance of teams with an inspiring vision and motivation in the delivery of services and programs on time and within budget.



This position is located in Richmond, Virginia. Moving and Relocation available to eligible candidate.

Minimum Qualifications

- Experience applying Title VI and VII of the Civil Rights Act of 1964 as amended, Federal Disadvantaged Business Enterprise Program and other civil rights laws.
- Progressively responsible leadership skills to effectively administer multiple responsibilities for federal and state equal opportunity programs.
- Skill in promoting, providing good customer service to customers.
- Experience applying business and management principles involved in strategic planning, resource allocation, human resources modeling, production methods and coordination of people and resources.
- Experience managing staff, programs and budgets.
- Ability to communicate effectively orally and in writing with diverse audiences and to make presentations and conduct meetings.
- Skill in the use of computers and web-based applications.
- Ability to develop, direct multiple programs, related policies, procedures, establish long-range goals and objectives.

Additional Considerations

- Knowledge of program evaluation, analysis and strategic planning.
- A combination of training, experience, or education in Public Administration, Business Administration, Business Management, Engineering, Planning, Finance or other related field desired.
- Significant professional level experience. Progressive programmatic experience in related field and experience in administrative and management activities of transportation related programs.



The ideal candidate will be:

- A proactive champion for civil rights within the community, having high standards and able to create strong working relationships with strategic partners.
- A strategic leader able to set aggressive goals, prioritize and measure program effectiveness.
- A collaborative leader, able to build partnerships and align the interests of multiple, diverse stakeholders.
- An excellent communicator, both oral and written.
- A diplomatic and tactful communicator, with demonstrated ability to mediate and resolve conflict.
- A skilled leader, able to coach and motivate employees, while still holding individuals accountable for their performance.

Special Instructions

- VDOT is an emergency operation agency. Positions physically working within Central Office locations may be designated upon request and coordination among the respective District Engineer or Administrator and Chief. Assignments are updated annually. Not all designated employees are provided with an emergency operations assignment.
- This position requires the submission of a Statement of Economic Interests (financial disclosure).



HOW TO APPLY

Interested applicants should apply directly: <https://www.jobs.virginia.gov/jobs/civil-rights-division-administrator-richmond-virginia-united-states>

The search firm GovHR is managing this recruitment for VDOT.

Application Deadline: September 11, 2024.

This position requires a fingerprint based Criminal History Background Check, DMV Record Check and Work History Verification with references.

The Virginia Department of Transportation (VDOT) is an Equal Opportunity Employer by both policy and practice. For more information about our employment practices, please visit "Information for VDOT Employees and Applicants": http://www.virginiadot.org/jobs/information_for_employees.asp

We have Shared Values and a Code of Ethics. Your success in our organization depends upon modelling these values, therefore visit <http://www.virginiadot.org/about/missionandvalues.asp> *to review them and, if in agreement, we welcome you to apply.*

COMPENSATION & BENEFITS

The salary range for this position is \$116,098 - \$188,660. VDOT utilizes a market-based pay program, which has been approved by DHRM. Therefore, advertised rates of pay may or may not align with the Commonwealth pay bands.

VDOT has an outstanding benefits package including competitive health and life insurance programs, pre-tax spending accounts, state funded Short- and Long-Term Disability Program, a state retirement plan with options for tax-deferred retirement savings including employer matching. Additional benefits include paid holidays, tuition assistance, wellness programs, etc.

Moving and Relocation available to eligible candidate. Once onboarded, this position may be eligible for telework opportunities; availability, hours, and duration of telework shall be approved as outlined in the Commonwealth telework policy.



VDOT OVERVIEW

The Virginia Department of Transportation (VDOT) is the agency of the state government responsible for transportation in the state of Virginia in the United States. VDOT is headquartered at the Virginia Department of Highways Building in downtown Richmond. VDOT is responsible for building, maintaining, and operating the roads, bridges, and tunnels in the commonwealth. It is overseen by the Commonwealth Transportation Board, which allocates funding for both VDOT and the Department of Rail and Public Transportation. VDOT delivers the construction, operations, and maintenance programs across nine districts, Bristol, Salem, Lynchburg, Richmond, Hampton Roads, Fredericksburg, Culpeper, Staunton, and Northern Virginia.

VDOT employees serve the residents of the Commonwealth and daily public travel through our mission to plan, deliver, operate and maintain

a transportation system that is safe, moves people and goods, enhances the economy, and improves quality of life.

VDOT is the third largest state-maintained highway system in the country, maintaining over 58,000 miles of roads, bridges, and tunnels, and employing over 7700 people through a diverse workforce. Our culture includes teamwork, transparency, nimble learning, creativity and collaboration that values differences.

We are a “Virginia Values Veterans” (V3) official certified company and state agency that provides hiring preference to Veterans and Members of the Virginia National Guard in support of Executive Order 29, (2010). If you are a Veteran or Virginia National Guard Member, we urge you to respond accordingly on your state application.



Central Office

VDOT's Central Office is housed in downtown Richmond, VA. The Central Office includes the Commissioner's Office and executive leadership team and the Divisions that provide oversight and support to the agency and its 9 District Offices, associated residencies, and area headquarters..

Richmond Area Snapshot

Whether you are passionate about history, arts, gardens, antiques, fine dining, music, outdoor recreation, theme parks, craft breweries or NASCAR, there's something for every taste in the Historic Richmond Region.

We are confident [you will fall in love with Richmond](#) and all that it offers.

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