

Job Description

Job Title Senior Director, Title VI and Workforce Initiatives
Job ID 98440
Location Manhattan - Downtown

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Job Information

JOB TITLE: Senior Director, Title VI and Workforce Initiatives
SALARY RANGE: Min.: \$100,243
HAY POINTS: 830
DEPT/DIV: Diversity and Civil Rights
SUPERVISOR: Deputy Chief Diversity and Inclusion Officer
LOCATION: 2 Broadway New York, NY 10004
HOURS OF WORK: 9:00 am - 5:30 pm (7 1/2 hours/day)
DEADLINE: March 17, 2021

Summary

The daily fiduciary duties of the Senior Director Title VI include the administration of state and federally mandated Civil Rights programs and activities to ensure inclusion and nondiscrimination in the review, monitoring and auditing of all agency MTA-wide activities to ensure compliance with state and federal regulatory and policy requirements as they relate to Title VI, Limited English Proficiency (LEP) and Environmental Justice.

Reporting to the Deputy Chief Diversity and Inclusion Officer (DCDIO), the Senior Director Title VI will provide technical leadership to all MTA constituent Agencies to ensure the implementation of their Title VI and Environmental Justice Program and their associated Limited Assistance Plans (LAPs) meets state, federal and FTA regulatory requirements and to provide a consolidated Title VI and Environmental Justice Program to FTA and manage staff responsible for investigation of allegations of discrimination by applicants, customers, community members and employees.

The Senior Director Title VI will develop plans and indicators to capture performance results and provide effective, accurate and timely monitoring, evaluation and reporting for all MTA agencies. The Senior Director Title VI is responsible for quarterly, annual and triennial review and monitoring of MTA constituent agencies related Title VI activities. The Senior Director Title VI also communicates opportunities and challenges of the Title VI Program to DCDIO. The Senior Director Title VI also supervises and manage the Title VI team.

Responsibilities

- Under the direction of the MTA Deputy Chief Diversity and Inclusion Officer, provide direction and establish uniformity of all MTA constituent agencies' Title VI Program and LAP Plan submittals to adherence compliance as outlined in FTA Circular 4702.1B.
- Identify and obtain evidence to ensure that MTA offers early and continuous opportunities for the public, including minority and LEP populations, to be involved in the identification of the social, economic and environmental impacts of proposed transportation decisions.
- Direct and manage the compilation, analysis and evaluation of MTA constitute agencies Title VI Programs and LAP Plans. Combines MTA constitute agencies Title VI Programs and LAP Plans to develop one consolidated MTA agencywide Program to ensure that it meets all FTA requirements.
- Design, implement and monitor Title VI reporting systems to measure program effectiveness and to determine where progress has been made and where proactive

action is needed.

- Monitor and track agency-wide responses to allegations of discrimination and provide oversight for the activities of the DDCR pool of investigators.
- Provide direct oversight for tracking, monitoring, and auditing MTA constituent Agencies Title VI policies, procedures, analysis, reporting and public participation processes.
- Develop reports for MTA-Wide Title VI briefings for the Diversity Committee of the MTA's Board to communicate compliance status with federally mandates and to obtain Board approval to forward updated Title VI Environmental Justice Program to FTA.
- Identify process and policy improvements and make progressive suggestions for change.
- Maintain awareness of current Title VI and Environmental Justice laws and regulations, and ensure the laws and regulations are disseminated to responsible personnel.
- Direct, manage and supervise staff.
- Other duties as assigned.

The essential duties listed are not intended to limit specific duties and responsibilities of any particular position or limit in any way the right of managers and supervisors to assign, direct and control the work of employees under their supervision.

Qualifications

- Strong knowledge of Federal, State, city and local laws governing nondiscrimination of employees, applicants, and contractors and mitigation of disproportionate impact/burden to communities.
- Demonstrated ability to advise, counsel, and encourage senior level managers, executives and stakeholders to make policy changes and decisions that support diversity and ensure equal employment opportunity.
- Proven leadership skills with the ability to bridge and enhance cooperative relationships.
- Advanced facilitation, mediation, advocacy and interpersonal skills to cope with conflicting points of view, function under pressure while demonstrating integrity, fair-mindedness and a persuasive, confident persona.
- Demonstrated proficiency with program design and project management, working under tight deadlines to achieve short and long-term goals as required. Strong analytical thinking and problem solving.
- Ability to work independently, effectively and comfortably in a team oriented, fast paced environment both within the agency and across agencies.

Education and Experience

REQUIRED:

- BA/BS from an accredited college in a related field. An equivalent combination of education and experience may be considered in lieu of a degree.
- Minimum 10 years' experience in managing Diversity, EEO, or VI Programs.

PREFERRED:

- An MBA in Business, Economics, Public Administration, or a related field.

Other Information

As an employee of MTA Headquarters, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$101,379 (this figure is subject to change) per year or if the position is designated as a policy maker.

- Travel may be required to other MTA locations or other external sites

How To Apply

Qualified employees can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS HOME page or the JOB DESCRIPTION page.

For instructions on completing the online application, go to the MTA intranet site and click on the PeopleSoft Information hyperlink. From there select the User Guides hyperlink to gain access to the "Viewing/Applying for Jobs On Line" guide under the Recruiting section of the page.

Equal Employment Opportunity

MTA is an Equal Opportunity Employer.

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