

MAJOR FUNCTION

This is responsible professional, administrative and managerial work leading the development and implementation of the city's diversity, equity and inclusion initiatives. As a member of the Leadership Team, the director manages an organization-wide effort to support the development and implementation of programs that foster equity and inclusion in the workplace. This position will collaborate with City leadership and community stakeholders to establish equity as a shared value across the organization and the community. This position will also be responsible for designing and developing the City's Succession Planning Program, procedures and processes to improve employee readiness for increased responsibilities. This position will further advance the City's commitment to diversity, equity, inclusion and further manage the process of addressing complaints filed under the non-discrimination policies of the City. Work is performed under the direction of the City Manager and considerable judgment, discretion, initiative and independence are exercised in carrying out the daily operations of the department with efficiency and effectiveness. Work is reviewed through conversations, observations, meetings and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Acts as official representative on diversity, equity, and inclusion to City departments, the City Manager's Office, elected officials, and in the community. Based on identified underutilization, collaborates with department directors to create, implement and monitor strategies designed to attract, hire, promote and retain identified groups at all levels in the workforce. Participates in and advises the City's recruitment and retention of underrepresented groups. Works with Human Resources to develop recruitment strategies that attract underrepresented candidates. Develops and implements citywide diversity and related training to promote cultural understanding and competency and a climate of equity and inclusion. In collaboration with City departments, develops outcomes metrics and goals that ensure accountability towards equitable delivery of City services. Serves as a liaison between the City and community stakeholders to actively promote an understanding, appreciation and awareness of equity, diversity, and inclusion for all segments of the community. Directs the work of professionals that collect, analyze, and present data measuring the City's progress on incorporating diversity, equity, and inclusion throughout the organization. Works closely with Human Resources in developing and implementing comprehensive talent and succession processes that close talent gaps and increase readiness throughout key talent pipelines and critical roles. Directs the work of professional staff that conduct EEO investigations as a result of discrimination harassment complaints filed by employees and citizens.

Other Important Duties

Hires, evaluates, trains, disciplines and recommends dismissal of staff as necessary. Manages the department budget, including developing budget proposals, justifying expenses and monitoring accounts. Directs the work of professional staff that annually conducts national best practices research and comparative analyses to ensure the City's continue progress as a municipal leader in diversity, equity, and inclusion. Directs the work of department staff that intake discrimination complaints in the area of housing and refer to appropriate department or agency; and provide workshops/seminars on fair housing rights. Provides mediation services to employees and managers to achieve complaint resolution. Directs the work of department staff that support and serve as liaison to the Tallahassee Human Relations Council. Performs other related duties as assigned

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Extensive knowledge of diversity and inclusion. Ability to plan, direct, supervise, coordinate organize, and inspect succession planning, recruitment and workforce utilization initiatives, plans, programs,

and activities. Ability to prepare written technical reports. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to diversity and inclusion, succession planning, recruitment, workforce utilization, fair housing initiatives, and other assigned projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present long-range workforce development and workforce utilization plans and programs. Ability to effectively master and practice conflict resolution skills and techniques. Skilled in the use of personal computers and associated programs and applications necessary for successful job performance. Possesses management style and values that are consistent with the City's mission and values. Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of diversity and inclusion and utilization. Extensive knowledge of personnel, finance, general office and business administration, and the ability to apply them. Knowledge of local, state and federal equal employment and equal opportunity program statutes, laws, regulations, and acts.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, political science, education, sociology, ethnic studies, communication or a related field and seven (7) years of professional experience in the areas of government, community or educational programs related to diversity, inclusion and equity. Three (3) years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-12-19

Revised: 01-01-20