

# City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Diversity and Inclusion Director/Chief Equity Officer		
<b>Job Code:</b>	DH1211	<b>Job Family:</b>	Department Head
<b>Pay Grade</b>	309	<b>Date Reviewed:</b>	10/01/19
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

## GENERAL SUMMARY

Leads the development, coordination and implementation of the City's Diversity and Inclusion Department, initiatives and programs. Serves as the City liaison with the Fort Worth Human Relations Commission, Mayor's Committee on Persons with Disabilities, and the Employee Diversity and Inclusion Committee. Assists Commission and Committees in carrying out policy directives and mission. Advances and directs the City's commitment to equity, diversity and inclusion of anti-discrimination laws in employment, housing, public accommodation, City programs and services.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Directs the activities of the Diversity and Inclusion Department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards. Performs final review and approval of employment, housing, public accommodation, Title VI and ADA investigations conducted under contracts with the US Equal Opportunity Commission, the US Department of Housing and Urban Development and local and state laws.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Manages the development and implementation of departmental goals, objectives, policies and priorities for the Diversity and Inclusion Department. Leads the development, coordination and implementation of diversity, equity and inclusion tools, programs, efforts and initiatives; and, in collaboration with the City Manager's Office and City Departments, collects, analyzes and presents data measuring the City's progress on incorporating diversity, equity, and inclusion programs and initiatives.
4. Establishes appropriate service levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly. Collaborates with, and supports, the Diversity and Inclusion Department

initiatives to advance the City's commitment to equity, diversity and inclusion of anti-discrimination laws in employment, housing, public accommodation, City programs and services.

5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of diversity and inclusion programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of City services. Conducts industry benchmarking; analyzes data; and prepares annual reports on diversity, equity and inclusion programs and initiatives, Human Relations Commission activities and departmental anti-discrimination investigations and activities.
6. Acts as a professional resource/advisor to the City Manager, employees, and executive management on issues of equity and diversity including any special committees with regard to diversity and inclusion programs. Facilitates and supports City training on diversity, equity and inclusion in collaboration with the Performance and Budget Department.
7. Leads the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
8. Represents the Diversity and Inclusion Department to other departments, elected officials and outside agencies; and coordinates Department activities with internal departments and external agencies or organizations.
9. Participates on a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Operations, services and activities of a comprehensive, municipal equity, diversity and inclusion program.
- Principles and practices of City government public administration, management and leadership.
- Principles and practices of program development and administration.
- Methods and techniques of investigation, training, counseling and conflict resolution.
- Principles and practices of municipal budget and grant preparation and administration.
- Principles and practices, and recent developments in concepts, trends and current issues related to equity, diversity and inclusion.

- Principles and practices of facilitation and consensus building.
- Current literature and sources of information related to the development, implementation and administration of equity, diversity and inclusion programs.
- Rules, regulations and governing principles pertinent to equity, diversity and inclusion.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.
- Methods and techniques of conducting research, collecting statistical data and administration.
- **Skill in:**
  - Organization and time management.
  - Strategic and critical thinking.
  - Problem solving.
  - Conflict resolution and mediation.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Manage and direct a comprehensive diversity and inclusion program.
  - Develop and administer departmental goals, objectives and procedures.
  - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
  - Project consequences of proposed actions and implement recommendations in support of goals.
  - Identify and respond timely to sensitive community and organizational issues, concerns and needs.
  - Plan, organize and coordinate the work of subordinate staff.
  - Delegate authority and responsibility.
  - Interpret and apply laws, rules and regulations governing the implementation and administration of diversity and inclusion programs.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in public administration, political science, ethnic studies or a related field and eight (8) years of increasingly responsible experience in human relations investigations, mediation, and resolution, including four (4) years of administrative and supervisory responsibility.

## **OTHER REQUIREMENTS**

Valid Texas "Class C" driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.