

City of Fort Worth, Texas Job Description

Classification Title	Diversity and Inclusion Manager		
Job Code:	MG1761	Job Family:	Management
Pay Grade	613	Date Reviewed:	10/01/19
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Directs, manages, supervises and coordinates the activities and operations of a division within the Diversity and Inclusion Department, including managing implementation of assigned activities and programs; assisting in the alignment of diversity and inclusion efforts across the organization and with key stakeholders. Coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to either the Diversity and Inclusion Director/Chief Equity Officer or the Assistant Diversity and Inclusion Director(s).

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. 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.
2. Assumes management responsibility for services and activities of the assigned division, including existing and new programs, initiatives, and events to address race, equity, and diversity efforts.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs. Recommends and administers policies and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of department/division programs, service delivery methods and procedures; and works with employees on the continuous improvement of diversity and inclusion programs.
5. Supports assigned boards, commissions and/or committees. Assists with development of diversity programming when assigned to the Diversity and Inclusion Division.
6. May act 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. Supports City training on diversity, equity and inclusion.

7. Oversees and participates in the development and administration of the division's annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.
8. May serve as the liaison for the diversity and inclusion division or program area with other divisions, departments and outside agencies. May assist with resolving sensitive and controversial issues.
9. May serve as a representative on a variety of boards, commissions and committees in assigned program area. Prepares and presents staff reports and other necessary correspondence.
10. May conduct a variety of organizational studies, investigations and operational studies; and recommends modifications to assigned programs, policies and procedures as appropriate.
11. Provides staff assistance to the Diversity and Inclusion Director/Chief Equity Officer or the Assistant Diversity and Inclusion Director(s).
12. Performs other related duties as required.
13. 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.
14. 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 five (5) years of increasingly responsible experience in human relations investigations, mediation, and resolution, including two (2) 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.