

DIVERSITY OFFICER

FLSA: Exempt

General Statement of Duties

Under the direction of the Town Manager, the Diversity Officer leads the development and implementation of proactive diversity, equity, inclusion and belonging initiatives in support of the Town's strategic plan to create a learning and working environment where all have an opportunity to succeed. The Diversity Officer is a senior-level management position reporting directly to the Town Manager. The Diversity Officer champions the importance and value of a diverse and inclusive work environment and community partner. He/she leads the development of a vision and effective strategy to create a culture for equity, diversity, and inclusion. The Diversity Officer actively engages all employees and community stakeholders to further behaviors, attitudes, and policies that support diversity, equity, and inclusion. The Diversity Officer will collaborate with various internal and external stakeholders to assess potential barriers and develop strategies to recruit and retain a diverse workforce. The Diversity Officer will also collaborate with HR to assess the need for, and recommend training initiatives on, cultural competency, gender differences, disability, sexual harassment, and other topics designed to increase awareness and support of equity and inclusion values and maintaining compliance with applicable laws.

Duties and Responsibilities

The primary areas of accountability include compliance, advocacy and education. The incumbent serves as advisor and resource person for management and staff in the areas of diversity, inclusion, equity and intake and investigation of concerns across the Town that pertains to discrimination or harassment.

ESSENTIAL DUTIES AND TASKS:

- Plans, guides and advises Town management on diversity, equity, inclusion and affirmative action matters. Collaborates with management to create, implement and monitor programs designed to ensure fair and equitable treatment employees and citizens.
- Leads the Town in implementing strategic initiatives, including the creation of a culture for equity, diversity, and inclusion. Partners with community leaders, and internal and external constituencies to ensure programing supports the Town's values and strategic goals.
- Provides strategic direction for training initiatives on cultural competency, gender differences, disability, sexual harassment, building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws in collaboration with Town stakeholders.
- Promotes Town's commitment to a climate of equity, diversity, and inclusion through interaction with Executive Staff, supervisory staff, employees, and the community.
- Represents the Town to external community, organizations, and agencies. Collaborates with external and internal constituency groups, including students and protected veterans, to promote and advance diversity, equity, and inclusion.
- Gathers, researches and analyzes data for use in statistical calculations and reporting in order to meet federal and state requirements, including creating workforce analysis reports. Conducts regular Climate Survey, analyzes results, makes recommendations for action.
- Performs other related duties as assigned.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work pressure, disturbances of work flow, and/or irregularities in work schedule are frequent and require significant adaptation. The work environment rapidly evolves, requiring continual upgrading of skills. Work is mostly sedentary and confined to an office setting with periodic outside activity for training and intervention. Extended work hours are common. Physical exertion includes standing during training, carrying materials and hand-outs, flip charts and other audio-visual equipment. Early morning, evening and/or weekend work occasionally required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in social justice, post-secondary education, sociology, social anthropology, public administration, human resource management or other related field. Experience performing the duties described above may substitute for the education requirement on a year-for-year basis. Five years of experience advancing diversity, equity, and inclusion in a complex organization.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Leadership and managerial principles;
- Advanced theories and principles related to area of assignment;
- Strategy development and management principles and practices;
- Diversity, equity and inclusion best practices
- Program management and development principles;
- Public administration principles and practices;
- 1964 Civil Rights Act, the 1991 Civil Rights Act, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Affirmative Action, Equal Employment Opportunity, and other applicable laws;
- Applicable local, state and federal laws, codes, rules, and regulations;
- Public relations principles;
- Conflict resolution and mediation methods.

Skill in:

- Providing strategic leadership;
- Cultural competency;
- Working with diverse cultural and ethnic backgrounds of community, and staff and police officers
- Collaboration and consensus building;
- Managing change and sensitive topics;
- Offering viable solutions for problem solving;
- Analyzing and making sound recommendations on complex management and administrative issues, including identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Planning, implementing, improving, and evaluating programs, policies, and procedures;
- Communicating effectively through oral and written mediums;
- Managing multiple priorities simultaneously;
- Utilizing computer technology for communication, data gathering and reporting activities;
- Speaking in public.

Able to:

- Understand, be sensitive to, and respect the diverse socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation employees and citizens
- Develop policy and procedures related to program initiatives;
- Effectively communicate both in writing and verbally;
- Maintain a professional demeanor during emotionally charged, difficult, or high-pressure situations;
- Defuse anger and establish or restore harmony.