

City of Fort Worth, Texas Job Description

Classification Title	Assistant Diversity and Inclusion Director		
Job Code:	AD1251	Job Family:	Assistant Department Directors
Pay Grade	305	Date Reviewed:	09/28/19
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in working cross departmentally with leadership to identify opportunities, develop initiatives, implement activities and monitor programs to align diversity, equity and inclusion efforts across the organization; and, direct the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings. Provides highly responsible and complex administrative support to the Diversity and Inclusion Director/Chief Equity Officer.

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 division/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.
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. Assists in managing the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area to align diversity, equity and inclusion efforts across the organization.
4. Assists in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned 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 trends; and prepares reports on diversity, equity and inclusion programs, initiatives, 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. Supports City training on diversity, equity and inclusion.
7. Participates in the development of the department budget; forecasts funds needed for staffing, equipment, materials and supplies; and implements budgetary adjustments, as needed.
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.

When assigned to the Diversity and Inclusion Division:

1. Assists the Diversity and Inclusion Director/Chief Equity Officer in working across departmentally with leadership to identify opportunities, develop initiatives implement activities and monitor programs to align diversity, equity and inclusion efforts across the organization.
2. Tracks and prepares quarterly reports on Race and Culture Task Force recommendations, City programs, initiatives and efforts to reduce disparities in City government and community services.
3. Assists with researching and benchmarking diversity, equity and quality of life issues in the City and identifies national trends and issues related to diversity, equity and inclusion.

When assigned to the Enforcement Division:

1. Reviews, investigates, evaluates and processes employing, housing, and public accommodation discrimination charges.
2. Assists in direction, management, supervision and coordination of the activities and operations of the Human Relations Commission.
3. Participates in the reviews by federal agencies contracted with the department related to anti-discrimination investigations. Coordinates responses to federal agencies regarding questions or concerns about completed investigations.
4. Oversees federal housing and employment contractual agreements. Negotiates program segments; obtains or commits resources; gains compliance with established

policies and regulations; and, participates in conferences, meetings or presentations involving problems or issues.

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 six (6) years of increasingly responsible experience in human relations investigations, mediation, and resolution, including three (3) 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.