

## Chief Diversity & Inclusion Officer

**Reports to:** City Manager  
**FLSA Status:** Exempt  
**Grade:** Q-EX  
**Department:** Administration

**Summary:** Under the direction of the City Manager, the Chief Diversity Officer is responsible for advancing a City-wide racial equity framework that will examine and improve The City of Bloomington's internal policies, practices, and systems to eradicate any structural and/or institutional racism that may exist in our City government. The Chief Diversity Officer will achieve this goal through community engagement, policy analysis and development, trainings, data collection, and stronger accountability measures for City departments.

The Chief Diversity & Inclusion Officer leads the development and implementation of proactive diversity, equity and inclusion initiatives in support of the City's strategic plan, to create a working environment where all have an opportunity to succeed.

**Essential Functions:** This list may not include all tasks and/or knowledge which may be expected of the employee, nor does it cover all specific duties which may be required. Other duties may be assigned. Reasonable accommodations may be available to assist individuals with disabilities to perform the essential functions of the position.

Advises City Manager in setting and carrying out municipal and City Council goals, determining administrative direction and ensuring that diversity and equity are integral to all considerations. Sets organizational policy and provides updates on community issues, questions and challenges.

Has proven ability to foster a progressive and diverse workforce. Is integrally involved in recruitment and retention efforts. Leads activities that promote workplace diversity and serves as an expert advisor on matter of equity and disparities.

Assists in development of community-based initiatives that foster equal access to opportunities and fair treatment for all.

Plans, guides and advises City Manager and executive officers on diversity, equity, inclusion and affirmative action matters. Collaborates with City management to create, implement and monitor programs designed to ensure fair and equitable treatment.

Leads the City in implementing strategic initiatives, including the creation of a culture for equity, diversity, and inclusion. Partners with staff, internal and external constituencies to ensure programing supports the City'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 maintains compliance with applicable laws in collaboration with City stakeholders.

Promotes City commitment to a climate of equity, diversity, and inclusion through interaction with the City Council, Executive Staff, supervisory staff, employees, and the community.

Represents the City to external community, organizations, and agencies. Collaborates with external and internal constituency groups to advance diversity, equity, and inclusion. Serves as a liaison between the City and enforcement agencies.

Oversees Affirmative Action for protected classes under the 1964 Civil Rights Act, the 1991 Civil Rights Act, the Americans with Disabilities Act, Affirmative Action and Equal Employment Opportunity.

Oversees Equal Employment Opportunity (EEO) investigations as a result of claims of discrimination, harassment, assault, and other complaints filed by staff and citizens. Ensures investigatory process, notification, reporting, and documentation complies with federal, state and local regulations and statutes.

Serves as the central resource for staff and the local community on issues related to protected class discrimination, harassment and the Americans with Disabilities Act (ADA).

Establishes and maintains an internal audit and reporting system to allow for effective measurement of City programs. Assesses and monitors program effectiveness and keeps management informed of equal opportunity progress and issues through periodic reports.

Provides analysis of legislation and regulations related to equity and affirmative action and makes recommendations to leadership on City policy and practice.

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 annual Climate Survey, analyzes results, makes recommendations for action.

Manages the department budget, including developing budget proposals, justifying expenses and monitoring accounts.

### **Qualifications:**

**1) Preferred Education/Experience:** Bachelor's degree with coursework in social justice, criminal justice, sociology, social anthropology, public administration, human resource management or related field. Eight years of experience advancing diversity, equity, and inclusion in a complex organization; three years of experience working in an affirmative action and EEO compliance function, including two years of management or supervisory experience. Equivalent combination of education and experience may be accepted.

### **2) General Skill Levels:**

#### **Knowledge of:**

- Leadership and managerial principles
- Budgeting principles and practices
- 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
- Policy and procedure development and administration principles and practices
- 1964 Civil Rights Act, the 1991 Civil Rights Act, the Americans with Disabilities Act, Affirmative

- Action, Equal Employment Opportunity, and other applicable laws
- Applicable local, state and federal laws, codes, rules, and regulations
- Public relations principles
- Training methods and best practices
- Conflict resolution and mediation methods

**Skills in:**

- Providing strategic leadership
- Cultural competency
- Working with diverse academic, cultural and ethnic backgrounds of community college students and staff
- 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
- Evaluating research to identify potential solutions, resolve problems, or provide information
- Communicating effectively through oral and written mediums
- Leading and supervising staff
- Developing, administering, and managing budgets
- Managing multiple priorities simultaneously
- Analyzing and developing policies and procedures
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints
- Evaluating research to identify potential solutions, resolve problems, or provide information
- Utilizing computer technology for communication, data gathering and reporting activities
- Speaking in public

**Ability to:**

- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators, and staff
- Develop policy and procedure 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

**3) Certificates and Licenses:** Chief Diversity Executive (CDE) – preferred

**4) Physical Requirements/Working Conditions:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Work is performed primarily in an office environment. Work requires traveling to other office locations and other agency facilities in town or around the state for meetings and to City of Bloomington work sites

and facilities. Work includes attending meetings outside of normal office hours. There are no extraordinary physical demands on this position other than incidental or occasional oversight work in dusty, moist or humid conditions and outdoors including exposure to a wide range of outdoor weather conditions.

**Equal Employment Opportunity**

We value diversity and the many contributions that are made to our City by people from all walks of life. Therefore, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.

**ADAAA**

It is the policy of the City to comply with all federal and state laws concerning employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the City not to discriminate against qualified individuals with disabilities in regard to application procedure, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Employees shall make requests to Human Resources for reasonable accommodations.