

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Diversity Equity and Inclusion Officer
DEPARTMENT: Administration
REPORTS TO: City Manager

SALARY GRADE: 15
FLSA STATUS: E
DATE: 11/2022

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Plans, develops, organizes, implements, oversees, and evaluates City-wide internal and external diversity, equity, and inclusion (DEI) initiatives and programs in order to strengthen and build on a culture of equity and inclusion; demonstrates a commitment to the City's core values; serves as a strategic partner with the City's Leadership team on internal and external DEI work and programs, while supporting employees and the community at large; leads and collaborates with senior leadership and the Human Resource Department in the coordination, administration, and management of all DEI programs, including learning content, staff development, policy and practice improvement, and community engagement.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Designs, establishes, and manages the City's new Office of Diversity, Equity and Inclusion.

Leads a comprehensive approach to integrating equity, diversity, inclusion, and cultural responsiveness in citywide policy development, legislation, procurement practices, hiring practices, procedures, and operations.

Leads the development of a comprehensive DEI strategy for the City, including conducting a needs assessment; identifying priorities; recommending DEI initiatives and programs; and development of a DEI Action Plan.

Develops, leads, and coordinates DEI training, seminars, workshops, and employee resource groups to include an awareness and understanding of equity related concepts.

Defines DEI performance measures; tracks and analyzes the effectiveness of DEI strategies and programs against these metrics; and uses the data to make recommendations on goals and objectives to improve City programs, policies, and procedures; and to improve the cultural proficiency within the organization.

Oversees and manages the Diversity, Equity and Inclusion departmental budget.

Creates opportunities to engage and educate external communities regarding diversity, equity, and inclusion; and supports efforts to provide community advocacy initiatives and culturally competent community programming.

Creates a tool kit of diversity, equity, inclusion, and best practices.

Composes written reports to the Mayor and City Council on the progress and effectiveness of diversity, equity, and inclusion in the City.

Develops strategies focused on recruiting and retaining a diverse workforce.

Presents DEI related reports and status on DEI initiatives to the City Council, City Manager, the Leadership Team, staff groups, and other officials and groups as required.

Serves as the City's subject matter expert on diversity, equity, and inclusion; and represents the City effectively on equity issues in a variety of forums.

KNOWLEDGE & SKILLS:

Knowledge of principles and best practices of diversity, equity, and inclusion in both the workplace and community settings.

Baker Tilly's SAFE® System

Skill in conflict resolution.

Principles, practices, trends, and research related to diversity, equity, and inclusion.

Principles, practices, and techniques of program implementation, management, evaluation, and budgeting.

Principles, practices and techniques of leadership, mentoring, empowering, and teamwork.

Experience in developing training programs.

Issues affecting people of diverse racial, ethnic, cultural, and socioeconomic backgrounds.

Practices and techniques related to community outreach and engagement.

ABILITY TO:

Plan, develop, organize, implement, oversee, and evaluate DEI initiatives and programs.

Develop training material and education programs around race and equity for City employees.

Manage complex projects and situations.

Set priorities to coordinate multiple assignments with time-sensitive deadlines.

Use tact and diplomacy to effectively handle a broad range of high-level and sensitive interpersonal situations with diverse personalities.

Respond effectively and appropriately to conflicts and problems

Communicate effectively, both orally and in writing, to develop and deliver communications that convey a clear understanding of the unique needs of different audiences, internally and externally.

Work in a team atmosphere.

Represent the City effectively in meetings with community groups, governmental bodies, and the public.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Automobile Mobile Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Requires a Bachelor's Degree in Sociology, Education, Public Administration, Ethnic Studies, Communication, or related field. Four (4) years of progressively responsible experience,

and/or

Coursework in diversity, equity, inclusion, social justice, elimination of structural racism and implementation of equity programming; or equivalent combination of education, experience and training. Preferred, a Master's Degree with a minimum of two (2) years of progressively responsible experience.

Licenses and Certifications:

N/A

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. This is sedentary work requiring the exertion of up to 10 pounds of force sometimes.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.