



Job Class: Director of Diversity, Equity and Inclusion
Department: City Administration
Supervisor: City Administrator
FLSA Status: Exempt
Grade: 16
Revision Date: October 2020
Prepared by: City Administration

**Job Summary:**

Under general supervision provided by the City Administrator, the Director of Diversity, Equity and Inclusion (DEI) is responsible for leading the development, implementation and management of the City of Fargo’s diversity, equity and inclusion initiatives. The DEI Director will work in partnership with city leaders including the city commission, city administration and city department heads, as well as other city staff to engage community stakeholders to establish equity and inclusion as shared values across the community and City of Fargo as an organization. The DEI Director will collaborate with city departments, city boards and commissions such as the Human Relations Commission and Native American Commissions, and the community to advance initiatives that remove barriers within City government programs and operations.

**Scope of Responsibility:**

The DEI Director manages the diversity, equity and inclusion initiatives and serves as a liaison for the City of Fargo with community partners in advancing community-wide initiatives. The DEI is a change agent who provides leadership and vision to equity and inclusion efforts within the greater community and the City of Fargo organization.

**Essential Duties and Responsibilities:**

- 1 Responsible for conducting a community-wide assessment on diversity, equity and inclusion within the community.
  - 1.1 Research, develop, or procure an assessment tool to be utilized in a community-wide assessment in order to establish the current state of diversity, equity and inclusion within our community and identify any gaps, barriers, or inequities that exist
  - 1.2 Engage key stakeholders to evaluate the best assessment tools as well as the best methods for conducting a community-wide assessment, including an internal assessment within the City of Fargo as an organization.
  - 1.3 Lead the effort to launch the community assessment and convey its importance to community members
  - 1.4 Develop a plan to communicate the outcomes and proposed implementation steps of the community assessment
  - 1.5 Lead the development of an overall community equity plan utilizing the assessment data.
  - 1.6 Evaluate and implement metrics to establish a baseline and support continuous measurement of progress and outcomes of the equity and inclusion initiatives
  
- 2 Responsible for development and advancement of diversity, equity and inclusion initiatives directed at achieving the desired outcomes as established in the equity plan.
  - 2.1 Identify initiatives to engage underrepresented communities to improve access to programs, services, and processes throughout the city, including access to City government

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- 2.2 Lead a collaborative effort to develop innovative and effective strategies that support racial and ethnic inclusion and equity within the community ensuring strategies include the full spectrum of diversity.
  - 2.3 Provides leadership and technical expertise, serving as a resource on equity and diversity for the community and the City of Fargo organization
  - 2.4 Lead a comprehensive approach to integrating diversity, equity and inclusion in citywide policy development by directing and coordinating the development of equity and inclusion policies and long-range plans.
  - 2.5 Provide coaching and support for City departments to be innovative and adaptive in providing culturally responsive, inclusive, and equitable programs and services designed to improve public outreach.
  - 2.6 Present recommended equity and inclusion policies to City leadership at all levels of the organization and the City Commission upon request
  - 2.7 Participates in community, regional and statewide equity and inclusion collaborations on behalf of the City of Fargo.
  - 2.8 In collaboration with the communications team, serves as a point of contact for the media in relation to program and initiative matters of equity and inclusion
- 3 Responsible for community education in order to increase awareness and support of the City of Fargo's Diversity, Equity and Inclusion Plan and initiatives
    - 3.1 Create opportunities to engage and educate the community regarding diversity, equity, and inclusion
    - 3.2 In collaboration with the City of Fargo Training and Development Coordinator, develops and delivers ongoing training related to diversity, equity, and inclusion to support continuous development of the City of Fargo workforce.
    - 3.3 In collaboration with other key stakeholders, plans special events that increase opportunities for cultural interactions and education.
- 4 Collaborate with existing commissions, including the Human Relations and Native American Commissions
    - 4.1 Serves as a staff liaison to the Human Relations and Native American Commissions, attending regular commission meetings and activities while supporting other Planning Department staff
    - 4.2 Collaborates with the commissions in the development of programs, initiatives, and policies. Actively listens to, and supports, the civic volunteers who are serving the City of Fargo.
- 5 Communicates effectively, professionally, and courteously while maintaining working relationships with others in carrying out position functions.
    - 5.1 Regularly interacts with the public on elevated issues pertaining to department policies, procedures and protocols; refers to others as appropriate and follows up to ensure inquiries are resolved satisfactorily
    - 5.2 Presents reports and plans during Board and other meetings
    - 5.3 Communicates with others in the work unit to provide information relating to work assignments and progress of work or to convey information about conditions or work-related needs.
- 6 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
    - 6.1 Knows, understands, and follows department and City rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
    - 6.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;

- 6.3 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.

7 Performs other duties and activities as assigned.

### **Minimum Qualifications:**

The position requires a bachelor's degree from an accredited college or university in psychology, sociology, education, public or business administration, political science, ethnic studies, communication, or a closely related field with at least five (5) years of experience in the administration of community, educational or social justice programs or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. While not required, a Master's Degree in a related field is preferred. A valid driver's license or evidence of equivalent mobility is also required.

Knowledge, skills and ability include:

- Knowledge of principles and best practices in diversity, equity and inclusion in the workplace and community
- Knowledge of establishing and implementing initiatives
- Knowledge of program and project management tools and techniques;
- Knowledge of computer applications and technology used to manage data;
- Knowledge of best practices for community engagement and training
- Ability to effectively communicate verbally and in writing, build networks and cultivate collaborative opportunities
- Skill in organization and work plan development;
- Skill in developing, interpreting, and understanding statistics and data;
- Ability to prepare and present information publicly;
- Ability to be a change agent and influence other community members, staff colleagues, and partners;
- Ability to identify and resolve conflict or barriers;
- Ability to work independently;
- Ability to prioritize work and manage multiple competing priorities while meeting deadlines in an independent environment;
- Skill in communication and interpersonal skills as it applies to interaction with coworkers, supervisors, the general public, etc., sufficient to exchange or convey information, resolve disputes and receive work direction.

### **Physical Demands & Working Conditions:**

Most work is performed in a normal office environment; on occasion, work is performed in the field. The noise level in the work environment is usually quiet in the office and moderate in the field. Daily work often involves moving between buildings and rooms. Activities the incumbent must perform include fingering, grasping, talking, hearing/listening, seeing/observing and using repetitive motions.

Occasional driving is required to attend meetings. The job may involve dealing with and calming individuals who are emotionally charged over an issue. There is considerable attention to detail and deadlines required.

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This job is rated for Sedentary Work, meaning that walking and standing are required only occasionally and the job involves sitting most of the time. The incumbent must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.**

**Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.**

**This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.**