

**CITY OF GAINESVILLE
JOB DESCRIPTION**

Title Description: Equal Opportunity Director
Title Code: 1035
FLSA Exemption Status: Exempt
Creation Dates: Originally prepared by the City Attorney's Office, Revised by the Clerk's Office 8/11/03; Approved by the City Commission 8/11/2003
Revision Dates: Revised by Human Resources 2/2/2011, 12/03/2015
Approved By: /s/Rhonda Virden, Compensation Manager
Approved Date: December 3, 2015
EO Reviewed Date: December 3, 2015

SUMMARY

This is managerial and administrative work providing leadership and policy guidance to the City Commission in areas relating to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE) program, Affirmative Action (AA), Small Business Enterprise (SBE), Disability programs and Diversity initiatives.

The single position allocated to this classification serves at the will of the City Commission, reports to the City Commission, and works under general direction. Work in this class is distinguished from other classifications by its citywide responsibility for policy recommendations and reviewing and monitoring compliance in the areas of AA, EEO, MBE programs, SBE, and Diversity programs.

EXAMPLES OF WORK*

**This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.*

ESSENTIAL JOB FUNCTIONS

(NOTE: Following Section is Reprinted Verbatim from § 3.08 of the City Charter)

Shall investigate complaints of discrimination, harassment, retaliation, and other related matters, and propose remedial action, as prescribed by the city's human relations and equal opportunity ordinances.

Shall ensure diversity in contracting, addressing any artificial, perceived or actual barriers that may prevent vendors and firms from engaging in business opportunities with the City, which may include providing preferences and incentives in the contractor and vendor selection process to extent allowed by law and City policies.

Shall monitor all diversity expenditures by the City including a focus on small, veteran, women and minority firms; shall propose policies and procedures to assist in this effort.

Shall make reports, including an annual report, to the charter officers and the commission, as appropriate, as to the activities of the year and the need, if any, to revise the city's human relations and equal opportunity ordinances, policies, and programs pertaining to, but not limited to, equal opportunity, affirmative action, local minority business and local small business enterprise procurement program, fair housing, unlawful harassment, and

accessibility to the city's programs, services, and activities.

Shall propose policies for the implementation of comprehensive equal opportunity and diversity programs and adherence to equal opportunity laws, policies, procedures, and related matters.

Shall develop, prepare, and monitor the city's affirmative action plan.

Shall develop training, conduct workshops, and propose strategies and initiatives related to diversity and equal opportunity and related matters in employment, purchasing, services, programs, and activities.

Shall review all proposed changes to current or proposed new city employment policies, procedures, and guidelines, job descriptions, and purchasing policies, procedures, and guidelines for compliance with equal opportunity laws, policies, procedures, and guidelines, and related matters.

Shall monitor all hires, transfers, demotions, promotions, and terminations for compliance with equal opportunity laws, policies, procedures, guidelines, and related matters.

Shall develop instruments to monitor adherence to diversity and equal opportunity laws, policies, procedures, guidelines, and related matters for city services, programs, activities, employment, and purchasing.

Shall participate in the assessment and review of the city's employment practices, including recruitment, appointment, and promotion, as they pertain to all employees and applicants at all levels of city employment.

Shall compile various equal opportunity reports and related reports required of the city by state and federal agencies or that are necessary for compliance purposes.

Shall supervise and coordinate the activities of assigned staff. This includes determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; taking personnel actions; conducting performance reviews; conducting departmental training and orientation; and recommending a budget to the City Commission.

Additional Information:

Shall hold final authority on selection, promotion, discharge, and other appropriate personnel actions for assigned areas.

Shall perform all other functions as prescribed by ordinances or as otherwise directed by the commission.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor degree with five (5) years of experience in the Equal Employment Opportunity (EEO), Affirmative Action (AA), Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Diversity field, which includes two (2) years in a supervisory or management position preferably in the public sector; or an equivalent combination of related training

or experience, which provide the required knowledge, skills, and abilities.

CERTIFICATIONS OR LICENSES

Licenses

Valid Florida Driver license required within thirty (30) days of appointment and at all times while employed in this classification.

Certifications

EEO Investigator certification by the Equal Employment Opportunity Commission (EEOC), or other applicable certifying agency, or ability to obtain within a period established by the City Commission.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of EEO, AA, MBE, SBE, and Diversity legislation and regulations.

Knowledge of all state, federal, and local laws that govern Equal Opportunity and Affirmative Action and the Florida Sunshine Law.

Knowledge of the principles, procedures, practices, and legal implications of conducting discrimination and harassment investigations.

Knowledge of the principles of diversity and how they affect organizational effectiveness.

Knowledge of principles and practices of public administration.

Knowledge of charter provision, ordinances, and state laws governing the administration of City government.

Ability to provide and apply strong leadership skills, diplomacy, and fortitude to implement City Commission goals, programs and policies.

Ability to demonstrate a strong commitment to the ideals of Diversity and Affirmative Action.

Ability to conduct and or coordinate special studies, analyze, and interpret findings and prepare and effectively present factual reports.

Ability to interact collaboratively and productively and to build effective relationships with individuals of diverse backgrounds, including elected officials, the Charter Officers, department heads, representatives of other agencies, city employees, state and federal officials, and the general public.

Ability to develop long- and short-term plans and programs and to evaluate work accomplishments.

Excellent written and oral communication skills as demonstrated by the ability to articulate information and issues clearly and concisely.

Ability to recognize the details in the work and how they affect processes and deadlines.

Ability to maintain moderately complex records and to prepare moderately complex reports.

Thorough knowledge of principles and practices of effective administration and supervision.

Ability to effectively lead or work as a member of a self-directed work team.

Ability to plan, assign, delegate, and direct work of assigned staff.

Ability to maintain security and confidentiality.

Demonstrates a strong customer orientation.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

PHYSICAL REQUIREMENTS

While performing the duties of this Job, the employee is often required to sit for prolonged periods of time.

WORK ENVIRONMENT

May require working outside regular business hours, including weekends, and holidays.