

**CITY OF GAINESVILLE  
JOB DESCRIPTION**

Title Description: Equal Opportunity Director  
Title Code: 1035  
FLSA Exemption Status: Exempt

**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 reports to the City Commission and works under general supervision. Work in this class is distinguished from lower 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 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's degree with five years experience in the EEO, AA, MBE, SBE, Diversity field, including two 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.

**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 work effectively with elected officials, the Charter Officers, department heads, representatives of other agencies, city employees, state and federal officials, and the general public.

Ability to communicate effectively, both orally and in writing, and make presentations.

### **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**

None.

#### **WORK ENVIRONMENT**

May be required to attend meetings outside business hours.

Human Resources Department: Signed original on file in Human Resources / 2/15/11  
Date

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#### **APPROVAL DATES:**

*Prepared by the City Attorney's Office*

Revised by the Clerk's Office 8/11/03

Approved by the City Commission 8/11/03

Revised by Human Resources: 2/2/2011