



DATE: January 5, 2018

TO: All City Employees

FROM: Eugenia Allen-Mercado, Director of Human Resources

SUBJECT: Interim Equal Opportunity Director Sought

The City Commission is seeking a talented and highly motivated professional for an interim assignment in the Equal Opportunity Director role.

This role directs and manages the activities of the Office of Equal Opportunity, and is responsible for providing leadership, policy guidance and ensuring compliance in areas related to Equal Employment Opportunity, Minority Business Enterprise program, Affirmative Action, Small Business Enterprise, Disability programs and diversity initiatives. Job description attached.

If you would like to be considered for the interim assignment, email an updated resume to Lisa Jefferson, at JeffersonLL@cityofgainesville.org, by 5 p.m. Friday, Jan. 12, 2017. Resumes submitted after the deadline will not be considered.

All employment information should be provided on your resume to ensure adequate consideration. Please see the attached file to view the job description.

If you should have questions regarding this opportunity, please contact Lisa Jefferson at ext. 8750.

TIMEKEEPERS: PLEASE POST THIS NOTICE AND ATTACHMENTS FOR THOSE WITHOUT COMPUTER ACCESS.