



EQUITY, DIVERSITY AND INCLUSION OFFICER

JOB SCOPE:

The Equity/ Diversity and Inclusion Officer will coordinate efforts to advance equity goals and will oversee the organization's communications and community engagement strategies. This newly created position will have the opportunity to make a dramatic impact on equity and racial justice by identifying and eliminating systemically racist policies and procedures within the organization and providing opportunities for marginalized voices to be heard. The Equity/ Diversity and Inclusion Officer will play an active role in advising on the incorporation of proactive equity ambitions and community engagement strategies into all city plans, policies, programs, and procedures to create an inclusive, diverse, and multicultural workplace and community. This position will guide the work of communications professionals to promote ethics, accountability, and transparency in local government with an ultimate goal of increased trust in local government through accurate, timely and effective communications and civic engagement.

MAJOR DUTIES:

- Coordinates the implementation of multiple strategic plan goals including the establishment of a Racial Equity Action Plan and documentation of Clarkston's untold history.
- Serves as a member, providing staff support to the Equity, Inclusion, and Opportunity Committee to create an environment of equity and inclusion where everyone in the organization is treated fairly, has equitable opportunities and outcomes, and truly feels welcome and valued.
- Collaborates with the Human Resources division to create and refine equity-focused leadership development curriculum and educational opportunities, as well as focus on inclusive recruitment and retention strategies.
- Co-creates, organizes, and champions employee engagement strategies to ensure that City of Clarkston employees participate fully in setting the vision and goals for the city's equity work.
- Partners with city leaders to expand on existing equity strategies and communicates internally and externally about such efforts.
- Serves as an advisor to the City Manager, departments, boards, commissions, and committees on matters of diversity, equity, inclusion, and anti-racism.
- Leads organizational efforts to evaluate policies, procedures, programs, projects, and budgets using an equity perspective as part of the decision-making process; identifies decisions that have resulted or will result in inequities, and works with leadership, staff, and stakeholders to adopt, revise, or eliminate inequities.
- Researches and develops procurement and contracting policies and best practices to provide opportunities for minority-owned, woman-owned, and disadvantaged business enterprises.
- Examines and analyzes civic participation and/or involvement in establishing existing and new policies, practices, and services. Ensures equal or equitable access and inclusivity of a broad range of community stakeholders.
- Offers organizational expertise and consultation to other city staff on the full range of methods, techniques, strategies, programs, and promising practices related to equity.
- Develops, implements, and reports on the organizational equity plan in partnership with organizational stakeholders.

- Develops communication systems and strategies to share best practices, highlight bright spots, and keep staff apprised of key initiatives and activities.
- Develops policies on and provides general assistance for all communication and media matters for a variety of media platforms.
- Assists with ensuring continuity among all City correspondences, presentations, outreach, and branding of City communications and materials.
- Ensures communications plan is regularly reviewed, updated, and executed.
- Attends City Council Work Sessions, City Council Meetings, community events and other public meetings, staff meetings, conferences, and other meetings as directed by the City Manager.

KNOWLEDGE REQUIRED BY THE POSITION:

- Ability to establish and maintain effective working relationships with employees at all levels within the organization.
- Ability to build relationships through trust, collaboration, and direct communication.
- Ability to research, analyze, and interpret data and use data to tell a story and solve problems.
- Demonstrated ability to engage with diverse staff to promote trust, collaboration, and partnership between departments.
- Excellent writing, public speaking and facilitation skills are vital.
- Proficient with Microsoft Office products and all current social media tools.
- Must be comfortable working independently and making recommendations to the City Manager.
- Proactive and independent with the ability to take initiative.
- Ability to multi-task and deal with competing priorities effectively.
- Ability to work comfortably under pressure and meet tight deadlines.
- Open to change and new information and ideas and adaptable to the same.
- Results Orientation (practical project and time management, sense of urgency, and deadline-driven).
- Must encourage and foster cooperation and teamwork.
- Deep content knowledge of the research and best practices for organizations striving to become more diverse, equitable and inclusive.

SUPERVISORY CONTROLS: This work is performed under the general supervision of the City Manager.

TOOLS AND EQUIPMENT USED: Regular access to computer software – Word, Microsoft Office Suite. General office equipment – Telephones, photocopies, fax machines, etc.

GUIDELINES: Guidelines include city and departmental policies, procedures, applicable ordinances, and supervisory instructions. These guidelines are clear and specific but may require some interpretation in application.

PERSONAL CONTACTS: Contacts are typically with co-workers, and the public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: Majority of work performed seated in an office setting with frequent walking and standing. Ability to lift up to 15 pounds.

WORK ENVIRONMENT: This work is typically performed indoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS: Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- Bachelor's degree in public or business administration, communications, journalism, or related field.
- Master's degree in related field is preferred.
- Requires 5-7 years of experience in local government or related field, including supervisory experience.
- Experience with coordinating communications and engagement activities, preferably in a public setting.
- Proven track record in addressing and leading change around diversity, equity, and inclusion at organization and/or community level.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

The Equity/ Diversity and Inclusion Officer starting pay will be commensurate with the chosen candidate's qualifications and experience. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave. Interested candidates should submit a Resume, Cover Letter, and Professional References, to the City Clerk, Tomika R. Mitchell, via this online portal: <https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.