



Town of Danvers Position Description

Title: Director of Equity & Inclusion	Classification: Non-Union
Department: Town Manager's Office / HR	Grade: M-1
Reports to: Town Manager or designee	Department Director: Town Manager
Effective Date: 10/18/2021	FLSA Status: FLSA Exempt

GENERAL SUMMARY:

The Director of Equity & Inclusion is responsible for the development of diversity, equity and inclusion (DEI) programs for the Town of Danvers, working with staff, elected and appointed officials, and relevant stakeholders. Under the supervision of the Town Manager or their designee, this position works to develop and operationalize a long-term program of initiatives that will develop a diverse, equitable and inclusive culture and develop priorities that provide opportunities to build diversity and inclusive practices into the Town's operations.

The Director will work closely with the Human Rights & Inclusion Committee, DanversCares, and other community stakeholders, as described in the essential job functions. The Director will also work closely with the School Superintendent and Library Director in support of DEI goals for those departments. For purposes of this position description, social equity is meant to include ethnicity, physical ability, LBGTQIA+ identity, socio-economic status, as examples, but is intended to be all inclusive of all people.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

GENERAL DUTIES AND RESPONSIBILITIES

- Provides leadership and partners with the Senior Management Team (including the School Superintendent and the Library Director), local community organizations and diversity leaders and experts to improve the Town's inclusive climate and design equitable structures throughout the Town's programs and processes.
- Reviews policies and plans to ensure they promote racial and social equity.
- Communicates orally, in writing or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and various organizations.
- Provides leadership and advice to interdepartmental teams and working groups consistent with the policies and priorities of the Town Manager and Select Board.
- As assigned, provides prompt, fair, and impartial processing and investigation of complaints of discrimination and provides counseling, as needed, in an effort to mediate interpersonal disputes or conflicts with Equal Employment Opportunity implications.
- Collaborates with municipal and community boards, groups, non-profits, schools, councils, business organizations, etc. to raise awareness and promote DEI programs and initiatives
- Serves as the Town's affirmative action officer and ADA Coordinator.
- Performs other duties as assigned.

WORKFORCE TRAINING, PROGRAMS, AND DEVELOPMENT

- Advises and collaborates with employees and the Senior Management Team in the establishment, coordination and assessment of diversity and inclusion initiatives. Identifies, executes and promotes best practices in the areas of equity, inclusion and diversity.

- Identifies best practices and emerging workforce trends; identifies external trends and benchmarks that inform and complement internal workforce goals and employee engagement; brings new ideas to the Town's diversity, equity, and inclusion initiatives.
- Develops employee groups to provide an engine for positively impacting the organization through effective leadership, engagement, programming, and management; develops and builds programs that create a common language around racial and social equity and inclusion and facilitates dialogue among employees.
- Designs, implements, assesses, and prepares diversity initiatives and policies and provides recommendations to the Town Manager and Select Board for consideration.
- Collaborates with the Assistant Town Manager and HR Director to develop and facilitate trainings for Town employees, boards, and committees, including implicit bias, antiracism, and social inclusion trainings.

COMMUNITY OUTREACH AND ENGAGEMENT

- Develops ways to engage the community in meaningful dialogue about racial and social equity, inclusion, and what it means to be a welcoming community; meets regularly with various community groups
- Plans and coordinates events to create spaces and frameworks for all interested community members to continue to learn about issues related to race, diversity, equity, and inclusion both in their everyday lives as well as in the broader context, utilizing a variety of resources like guest speakers, videos/film, books, community conversations, and workshops
- Serves as a technical resource to the Town and residents regarding Human Rights, Equity/Inclusion and ADA.
- As assigned, responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Investigates ADA and Human Rights complaints and provides written reports, as needed.
- Works with the Human Rights and Inclusion Committee (HRIC) and Commission on Disability to address policies and procedures. Attends and supports the Commission on Disability and HRIC meetings.
- Collaborates with local, regional, and national organizations doing work in the DEI space, such as the Metropolitan Area Planning Council, the Essex County Community Foundation, the National League of Cities Race, Equity, and Leadership Program, the Government Alliance on Race and Equity, and others.

POLICY REVIEW AND DEVELOPMENT (IN COLLABORATION WITH HUMAN RESOURCES):

- Assists in setting and achieving equity and inclusion goals, specifically in recruiting, hiring, promoting, and retaining qualified employees.
- Assists with outreach and recruitment and serves on hiring and interview panels.
- Reviews existing policies and practices within the organizational structure for systemic and institutional racism norms and recommends new socially equitable policies and practices, as needed.
- Completes and submits Equal Employment Opportunity Commission workforce reports, and reports for the Massachusetts Commission on Discrimination (MCAD) and US Department of Labor as needed.
- Reviews, updates, and maintains the Town's Affirmative Action plan.
- Develops and monitors internal demographic and social equity metrics across Town departments.
- Develops metrics and to identify and report on the Town's internal demographic/diversity statistics, recognizing that local government employees and volunteers should reflect the community they serve.
- Monitors and makes recommendations relative to Federal, State and Local equal employment opportunity and non-discrimination policies, mandates, and directives to ensure that the Town is in full compliance.
- Assist the Human Resources Department with compliance with EEOC guidelines.

MINIMUM QUALIFICATIONS:

The Town will consider any combination of relevant work experience, volunteerism, education, and transferable skills as qualifying unless an item in the qualification section of the job description is labeled required.

- Knowledge equivalent to a bachelor's degree in a related field and three or more years of related experience, or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and ability to do the job. Master's or legal degree preferred.

- Bilingual preferred but not required.
- Strong computer skills and experience with Microsoft Office is required.
- Valid Massachusetts Driver's License, or ability to obtain one is required
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

Preferably, candidate should have

- Demonstrated understanding of cultural values and norms of various communities, particularly BIPOC, LGBTQ+, and disability communities, among others.
- Effective intercultural communication skills and ability to advocate/address issues of diversity.
- Sensitivity and understanding of specific barriers which may lead to lack of access and engagement.
- Experience supervising and leading teams.
- Experience developing and implementing training.

KNOWLEDGE, ABILITY, SKILL:

Knowledge: Advanced knowledge of commonly used organizational diversity and education resources concepts, practices and procedures. Working knowledge of laws related to equal opportunity, disability issues, human and civil rights. Working knowledge of design and development of professional development programs. Working knowledge of training best practices, advanced knowledge of professional development training programs. Cultural and Global awareness

Ability: Ability to build and maintain effective working relationships with others. Ability to lead and direct the work of others. Must be accurate, thorough, and well organized in working with detailed information, and take initiative to assure timely compliance with deadlines and the resolution of pending matters. Ability to maintain tact and discretion in challenging situations and interactions with employees. Ability to maintain confidential information and to respond quickly to unexpected projects with tight deadlines or changes in important procedures. Ability to make sound decisions and use good judgement. Ability to assess effectiveness of programs. Ability to prepare written reports to executive level staff on initiatives.

Skill: Excellent public speaking, facilitation, organizational and analytical skills. Demonstrates a highly proficient use of computers, office automation, and other department specific computer applications and technologies. Skill in developing metrics for measuring the effectiveness of diversity initiatives implemented.

SUPERVISION:

Received: Works under the general direction of the Town Manager or their designee.

Exercised: Supervises consultants and, if assigned, support staff.

Responsibility: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires knowledge of broad, organizational operations.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, spread sheet and database software, copy machine; postage machine; fax machine; calculator; phone; cell phone; related office equipment.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.

- Makes frequent contact with the public, department heads, and other Town employees. Contacts are in person, by phone, email and group meetings and involve an information exchange dialogue.
- Has access to employee-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, and significant monetary loss and/or legal repercussions.
- May be required to work additional/extended hours from time to time.

Physical Requirements

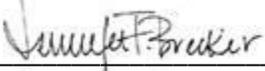
(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regularly required to walk, stand, sit, talk, and hear; Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

NOTICE:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:



 Human Resources Director

10.25.2021

 Date

Received by:

 Employee

 Date

 Human Resources

 Date