

**NOTICE OF VACANCY**  
**October 7, 2020**

**POSITION:** Chief Diversity, Equity and Inclusion Officer

**DEPARTMENT:** Mayor

**SALARY RANGE:** \$118,000 - \$125,000

**HOURS:** Monday, Wednesday & Thursday 8:30am to 5:00pm  
Tuesday 8:30am to 7:00pm  
Friday 8:30am to 2:00pm  
Occasional Night Meetings

**Position Purpose:**

Reporting to the Mayor, the role of the Chief Diversity, Equity and Inclusion Officer is the principal advisor to the Mayor on issues of diversity, inclusion and equitable practices throughout the City of Framingham. This position provides cohesiveness and serves as a channel for numerous divisions, a resource for the school department, and staff programs and activities to promote inclusive excellence and welcoming environments for all.

This role performs professional and organizational duties relating to formulating policy, administering and supervising programs that promote diversity and equal opportunity for both the solicitation of vendors, and recruitment of employees. This role develops programs designed to support new vendors with compliance and bidding requirements. This role ensures organizational efficiency in the application of prescribed policies, procedures, and methods.

**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.)

- Provides City-wide direction/support/communication in the areas of diversity, equity, inclusion and related compliance matters to include updating directors, division heads, and administrators on the impact of changes to state and federal regulations and legislation as well as executive orders; stays current on laws, regulations, trends and best practices related to diversity, equity and inclusion.
- Has a lead role in facilitating the development of strategies, policies and guidelines that advance understanding of diversity, equity and inclusion issues across the workforce and the community.
- Coordinates with individuals who are overseeing diversity, equity and inclusion efforts within individual divisions and city boards and commissions.
- Interacts with all City departments, including Schools, to enhance existing programs and develop new programs that encourage active engagement in activities that demonstrate the City's commitment to inclusion.
- Maintains and monitors the implementation of the City's Non-Discrimination and Harassment Policy for employees, residents, students, and staff.

- Investigate complaints of discriminatory harassment, coordinating efforts with the Human Resources Department.
- Responsible for a comprehensive professional development program for all City employees, councils, boards and commissions regarding diversity, equity and inclusion efforts.
- Enhances the City's presence in the community, as a partner committed to diversity, equity and inclusion, with state and local agencies, task forces, community interest groups, etc.
- Prepares reports and statistical analyses.
- Represents the Mayor on the Disability Commission, Human Relations Commission, and other related groups.
- Chairs the Employee Diversity and Inclusion Committee.
- Attend business seminars and trainings to increase job skills and network with other professionals in the field.
- Represent the City at the community meetings associated with diversity and attend public meetings sponsored by federal, state and city agencies.
- Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
  - Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishment.
  - Performs all other duties as required.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Master's degree in Organizational Development, Counseling, Human Resources or related field, and seven to ten years of progressively responsible related experience, two of which were in managerial capacity. Experience implementing diversity, equity and inclusion programs and educational tools; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Certified Diversity Professional (CDP), Certified Diversity Executive (CDE), Cornell Certified Diversity Professional (CCDP) or other related diversity certification is desired but not required. Ideal candidate will be bi-lingual in English and Spanish/Portuguese.

#### **Knowledge, Ability and Skill:**

**Knowledge:** Advanced knowledge of commonly used organizational diversity and education resources concepts, practices and procedures. 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 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; takes 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 project with short deadlines or changes in important procedures. 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.

**Physical Requirements:**

The physical demands described here 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.

This position works at a desk; moves around inside office to access file cabinets and office machinery; and traverse stairs, occasionally lifts objects weighing up to 10 pounds, such as supplies, folders, and books, operates a keyboard and calculator at efficient speed and views computer screen for extended periods of time. Ability to discern and convey information with others.

**Supervision:**

***Supervision Scope:*** The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently.

***Supervision Received:*** Works under the direct supervision of the Mayor, and works closely with the Human Resources Director regarding diversity initiatives.

***Supervision Given:*** Supervises support staff and consultants.

**Job Environment:**

- Majority of work is performed under typical office conditions; the noise level is moderate.
- Has frequent contact with city/school department heads, employees, committees, vendors, human resources, and outside agencies. Contacts are in person, by telephone and in writing by email, fax or correspondence.
- Has access to executive level confidential information.
- Routinely uses standard office equipment such as laptop, computers, phones, and photocopiers.
- Errors could result in delays or loss of service, monetary loss, legal ramifications and poor public relations.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

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