



Job Description

Job Title:	Diversity and Inclusion Manager	Job Code:	tbd
Department:	City Manager's Office	Grade:	P07
FLSA Status:	Exempt	Reviewed:	8/20/2020 MS
Reports To:	Deputy City Manager		

Job Summary

Serves as the staff contact for the City's diversity and inclusion initiatives to citizens, community groups and employees, facilitating the program through positive employee relations, community outreach and education. The Diversity and Inclusion Manager manages city-wide diversity programs and training; identifies and builds relationships and partnerships with external organizations as well as internal employee groups that will result in proactive strategies to foster respect for all individuals. Serves as staff representative to the Human Rights Commission and coordinates federal and state civil rights and disabilities-related law compliance for the City.

Essential Functions

- Develops and implements strategies and programs to foster and encourage diversity and inclusion within the City of Naperville as an organization, as well as the community at large
- Develops and maintains a network of relationships within community groups to proactively create awareness of diversity and inclusion
- Serves as a resource for the community on diversity and inclusion strategies, competencies, prevention and intervention ideas
- Serves as the staff liaison to the Human Rights Commission
- Partners with the Legal Department to lead the investigation and processing of complaints of violation of the City's Human Rights Ordinance
- Makes policy recommendations to city management and elected officials on changes to policies and practices to address or enhance diversity and inclusion
- Collaborates with city departments to develop and implement policies and procedures that are impacted by diversity-related issues
- Partners with the Human Resources Department to recommend and evaluate employee training and education on topics of diversity and inclusion
- Serves as a resource for employees on diversity and inclusion strategies, competencies, or prevention and intervention ideas

Job Scope

Budgetary: Provides program-specific budgetary input

Supervisory:

a) **Directly** supervises __0__ employees (*completes performance evaluations, administers discipline and makes recommendations to hire or fire*)

b) **Indirectly** supervises __0__ employees. (*responsible for employees through lower-level supervisors*)

Managerial: (*has managerial responsibility for a division or multiple divisions in addition to the supervisory responsibilities above*)

Manages __0__ division(s) within the department

Knowledge, Skills and Abilities

- Knowledge of principles, methods and techniques used in diversity awareness and outreach
- Knowledge of federal, state and local laws, ordinances, rules and regulations related to diversity, including civil rights and disabilities-related laws
- Outstanding written and verbal communication skills
- Ability to communicate effectively on matters related to racial and social justice
- Ability to work collaboratively with other staff and community members
- Ability to work and communicate effectively with City leadership and City Council
- Ability to build relationships and influence
- Ability to develop effective strategies that bridge the conceptual nature of the work into tactical and actionable directives
- Ability to exhibit a nonjudgmental, open manner
- Ability to work independently
- Ability to handle multiple complex projects simultaneously
- Ability to manage time effectively and use good judgment in prioritization of work
- Ability to maintain confidentiality

Required Credentials and Experience:

- Five years of full-time, professional-level experience with diversity, diversity consulting or training, mediation and/or community relations and outreach
- Bachelor's Degree from an accredited educational institution in a related field (such as Public Administration or Business Administration)

Preferred Credentials and Experience:

- Change management experience

- Project management experience

Physical Demands

- Must be able to sit or stand at a personal computer for a reasonable length of time typing and reading.
- Occasionally transport objects weighing 5-20 pounds.

Work Environment

General office environment.

The duties listed above are representative of those performed by the position but are not exhaustive nor exclusive of duties that may be similar, related, or a logical assignment to the position.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change, according to the business needs of the organization.

The City of Naperville is an E.O.E.