

CURRENT JOB DESCRIPTION



Diversity and Inclusion Coordinator

Class Code:
200-10 (CC-3)

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Revision Date: Oct 1, 2016

SALARY RANGE

\$21.87 - \$32.80 Hourly
\$45,489.60 - \$68,224.00 Annually

NATURE OF WORK:

The Diversity and Inclusion Coordinator position directly contributes to the economic development of the City of Appleton by effectively promoting a welcoming and inclusive environment within City departments and for local business, their employees and customers. The Diversity and Inclusion Coordinator positively and proactively addresses the issues from our growing diverse community. The Diversity and Inclusion Coordinator promotes access to City services and an understanding of resident rights and responsibilities while mediating potential barriers to access. This position is responsible for coordinating the support for diversity initiatives in all City departments. Work involves developing internal and external training programs on cultural diversity issues, establishing effective relations with diverse communities, and attracting qualified diverse candidates to position openings within the City. The Diversity and Inclusion Coordinator works under the general supervision of the Director of Community and Economic Development.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Serves as a resource of knowledge and facilitates connections within the community to meet internal and external diversity and inclusion needs.
- Actively interacts with all City departments to support initiatives to promote diversity and inclusion within City departments.
- Establishes effective relations with members of diverse communities.
- Develops and recommends methods for attracting and retaining qualified diverse candidates for employment both for the City of Appleton and for Appleton businesses.
- Develops and implements internal and community education programs about diversity and inclusion issues through presentations, community awareness, prevention education and events.
- Represents the City of Appleton on various committees and boards as it relates to diversity.
- Develops and implements community education programs about diversity issues through presentations, community awareness, prevention education and events.
- Assists in developing practices and procedures designed to enhance interaction between employees and members of diverse communities.
- Prepares necessary reports, as required.
- Facilitates Interpreter contracts and program.

- Maintains regular punctual and predictable attendance, works a flexible schedule based on business needs.

OTHER JOB FUNCTIONS

- Creates, supports and facilitates programs and practices that create a sense of inclusion for all employees and residents regardless of race, ethnicity, gender, socio-economic status, nationality, citizenship status, religion, sexual orientation, gender expression, ability, age, or marital status.
- Works on special projects as assigned.

REQUIREMENTS OF WORK:

Requires graduation from high school supplemented by certification, experience or course work pertaining to cultural diversity issues, or any equivalent combination of experience or training which provides the following knowledge, abilities, and skills:

- Knowledge of diverse groups.
- Knowledge of modern office equipment, including the use of personal computers.
- Ability to maintain effective working relationships with other employees and the public and to deal with the public in a courteous and tactful manner.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to communicate orally and in writing in an effective and efficient manner.
- Ability to prepare clear and comprehensive reports.
- Ability to demonstrate sensitivity to internal employees, as well as members of the community.
- Ability to exhibit good judgment in resolving conflicts among individuals and groups.
- Fluency in Spanish or Hmong is a plus.
- Possess and maintain a valid Wisconsin driver's license.

SUPPLEMENTAL INFORMATION:**COMPETENCIES**

Communication
Self-directed/Autonomous/Accountable
Problem Solving
Technical/Professional/Strategic Skills
Creative/Innovative

To learn more about these competencies click [here](#)

Diversity & Inclusion Coordinator

Class Code:
100-3 (CC-3)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON
Revision Date: May 21, 2014

SALARY RANGE

\$25.36 - \$38.04 Hourly
\$52,748.80 - \$79,123.20 Annually

NATURE OF WORK:

Reporting to the Mayor, this position is responsible for providing strategic advice to department directors and staff on diversity related issues especially as they pertain to policy. This position consults and assists department directors in developing and integrating diversity goals and strategies into all business and planning processes and practices. The incumbent is expected to coordinate diversity & inclusion efforts throughout the City, with the ultimate goal of creating and fostering a culture of respect and dignity within the organization and the community. This position maintains positive relationships with departments within the organization and between the City and the public.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Develops, implements and monitors a strategic, comprehensive diversity plan for the organization that identifies core initiatives with mission, vision and value statements.
- Develops, implements and monitors programs that promote diversity within the organization in support of the City's strategic plan.
- Develops and implements programs that promote diversity within the business community that support both the City's strategic plan and Comprehensive Plan.
- Develops training and initiatives to educate employees, managers and the community on how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting business and community needs.
- Develops effective working relationships with key stakeholders, elected officials, community groups, businesses and City departments to foster collaboration.
- Assists with the prompt follow up of requests and questions from staff, elected officials, businesses and community members.
- Provides strategic advice to department directors and staff on diversity-related issues.
- Consults with department leaders on developing and integrating diversity goals, objectives, and strategies and develops plans to meet the established goals.

- Develops metrics for measuring the effectiveness of organizational diversity initiatives implemented and prepares quarterly reports to department directors and City Council on the value of the initiatives.
- Provides advice, guidance, and support on equality and diversity issues to community members, businesses, and City employees.
- Assesses community needs and promotes community cohesion.
- Develops systems for reporting any incidents of discrimination.
- Maintains regular punctual and predictable attendance, works extra hours as required.

OTHER JOB FUNCTIONS

- Monitors internal and external diversity trends and legal developments impacting policy and updates policy and practices accordingly.
- Analyzes employee and community opinion surveys and other culture audits and recommends strategic modifications to diversity plans, programs and policies.
- Represents the City and serves as subject matter expert on diversity-related issues for departments and at conferences, professional associations, and business meetings.
- Serves as a liaison with community groups and other relevant organizations.
- Raises awareness in schools, colleges and the wider community.
- Deals with conflict within the community or the organization on cultural and diversity issues.
- Coordinates Interpreter Contracts and Programs

REQUIREMENTS OF WORK:

Bachelor's degree in Business Administration, Human Resources Management, Public Relations, or related field, five to seven years diversity or human resources experience including implementation of training materials and diversity initiatives with two years management level experience, or equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

- Certified Diversity Professional (CDP), Certified Diversity Executive (CDE) or Cornell Certified Diversity Professional (CCDP) or other related diversity certification preferred.
- Ability to develop and maintain effective and positive working relationships with external and internal customers, including citizens and visitors, elected officials, and City employees.
- Ability to build the trust of community groups and internal staff
- Demonstrated ability to think strategically and implement solutions.
- Must possess strong negotiation, conflict resolution and persuasion skills.

- Must be able to be flexible across all levels within the organization and meet changing needs.
- Knowledge of governmental policies, processes and procedures.
- Ability to communicate effectively, in oral and written form, to diverse groups and individuals.
- Superior presentation skills.
- Positive "can-do" attitude.
- Ability to work effectively under tight deadlines and manage projects independently.
- Excellent people skills and an upbeat enthusiastic attitude.
- Strong organizational skills and keen attention to detail.
- Ability to speak and read Spanish or Hmong a plus.
- Ability to demonstrate and promote cultural sensitivity.
- Ability to demonstrate cultural competencies and behaviors in all interactions.
- Possess and maintain a valid Wisconsin driver's license.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous

Problem Solving

Technical Skills

Creative/Innovative

To learn more about these competencies click [here](#)

