

CITY OF WESTLAND
DIVERSITY, EQUITY AND INCLUSION (DEI) DIRECTOR

Job Summary

The Diversity, Equity and Inclusion (DEI) Director is responsible for coordinating and guiding efforts to define, understand, assess, foster and cultivate diversity, equity and inclusion for the City of Westland. This position will develop and oversee programs, services, initiatives, trainings and organizational cultural realignment strategies designed to enhance the workplace culture and the quality of life in the City of Westland. This position will serve as a liaison between City officials and residents to develop relationships within the community to promote diversity as an essential and core element of the mission of the City of Westland. The Diversity, Equity and Inclusion Director reports to the Mayor and works in partnership with commissions, community organizations and supports all city departments and divisions with advice, support and counsel relative to DEI.

Duties and Responsibilities

- Lead, research, develop, recommend, and execute creative strategies to foster the City of Westland's diversity, equity and inclusion strategic plan.
- Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the City of Westland's diversity, equity and inclusion plan and goals.
- Collect and analyze statistical data to evaluate the City of Westland's population in accordance with diversity standards and goals.
- Draft and implement recruiting and hiring strategies to attract employees from diverse backgrounds.
- Recommend training and professional development to aid diversity and retention initiatives.
- Serve as an organizational liaison with government agencies concerning equal employment opportunities.
- Maintain knowledge of diversity-related issues, legislation, and best practices.
- Provide and/or implement employee training and policy in conjunction with the Human Resource Director, ensuring legal compliance of management as it relates to DEI.
- Perform outreach and relationship-building with community groups/organizations and City Officials, specifically those including protected classes.
- Director may be required to serve as professional staff support to the City's Diversity, Equity & Inclusion Commission, Events Committee and other various City committees, as assigned.
- Represent the City of Westland on community boards, at City Council Meetings and at special events, as assigned.
- Assist in creating, developing and implementing opportunities for community input events.
- Perform other related duties as assigned.
- Review the city's code of ordinances for opportunities to recommend legislation to the Mayor and City Council that supports diversity, equity and inclusion strategic plan and goals (i.e. ADA compliance).
- Create a calendar and draft resolutions for City Council to acknowledge the diversity of Westland through the celebration of days and months intended to honor various cultural milestones (i.e. Juneteenth, Asian-Pacific Islander Month, Women's History Month, etc.)

Education and Experience

The City of Westland reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Bachelor's degree in related field or equivalent from an accredited college or university
- Experience and training in cultural diversity, equity and inclusion
- Desire and demonstrated ability to work with diverse populations
- Excellent interpersonal skills and the ability to work successfully with individuals from diverse cultural backgrounds.
- A minimum of (3) years of increasingly responsible professional experience with civil rights policies, procedures and techniques of investigation; OR proven record implementing diversity and inclusion initiatives through to execution.
- Demonstrated experience in successfully facilitating conflict resolution and restorative justice practices.
- Experience supervising employees and/or volunteers (preferred)
- Experience with public speaking including developing and delivering presentations to diverse audiences.
- Willingness and ability to receive and maintain appropriate DEI certification

Knowledge, Skills & Abilities Requirements

Knowledge of Federal, State and local civil rights laws, principles of equal opportunity, fair housing laws and community resources, Federal Labor Standards provisions, investigative techniques and procedures.

Knowledge of topics concerning diversity, equity and inclusion aimed at addressing equity, racism and bias in the workplace.

Ability to speak to cultural inclusion in a variety of professional environments.

Skill in public engagement and facilitation.

Skill in compiling and preparing a wide range of reports.

Ability to use a personal computer and software to include, but not limited to, Word, Excel, PowerPoint and Outlook.

Ability to establish partnerships with City departments and divisions, outside groups, the general public and work as part of a diverse team to collectively achieve clear goals and targets.

Ability to organize, administer and direct DEI education and outreach programs; to communicate effectively both verbally and in writing; present information and concepts to a wide variety of audiences;

Ability to accurately interpret, design, and implement policies procedures, and regulations and independently identify needs and implement solutions.

Ability to set priorities and coordinate multiple work activities, work independently, meet deadlines and exercise independent judgment with oversight by the Mayor.

Ability to evaluate facts and determine if complaints are valid.

Ability to understand, interpret and enforce civil rights laws.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships with co-workers, other City departments, outside agencies, contractors and the general public.

Physical Demands & Work Environment

This position requires the individual, through assistance or on their own, to sit, listen, hear, speak and have visual acuity. Employee's typical work day is inside with limited exposure to the elements and may be exposed to various chemicals used in the maintenance of buildings/equipment. Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times. Employee must have the ability to work remotely if required.

6/8/2021