

MAJOR FUNCTION

This is responsible professional, administrative and managerial work directing the City's Equity and Workforce Development Division. Work involves responsibility for planning, organizing and administering a comprehensive array of equal opportunity programs and initiatives serving City employees and in some instances, the community at-large and administering the City's workforce development programs. Work is performed under the administrative direction of the Director-Management and Administration and considerable independent judgment, discretion and initiative are exercised in carrying out the daily operations of the division with efficiency and effectiveness. Work is reviewed through observation, reports and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, plans, coordinates, instructs and inspects the work of all persons within the Equity and Workforce Development Division engaged in the provision of service related to programs, initiatives and issues concerning equal opportunity, diversity, workforce development, conflict resolution, race relations, culture and human relations, City-wide training and development and intake for all City employee complaints and select complaints from the community at-large. Coordinates the resolution ADA and fair housing related issues. Directs the preparation and expenditure of the division's budget. Makes procedural and operational recommendations to the Director-Management and Administration. Coordinates work activities and programs of the division with other City programs and projects and related community-wide activities, as appropriate. Maintains and promulgates necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Facilitates the mediation of the more difficult or highly sensitive conflicts brought forth by City employees or members of the community, including providing recommendations for resolutions. Attends and participates in conferences and meetings of department heads and the City Commission. Develops and implements programs and initiatives targeted toward establishing, maintaining and managing a diverse workforce. Coordinates the Mayor's race relation's initiatives. Organizes, attends and participates in meetings, conferences and seminars. Serves as liaison with the community on issues related to areas of responsibility. Serves as staff to the Tallahassee Human Relations Council and the Americans With Disabilities Advisory Council. Performs related work as required.

Other Important Duties

Keeps abreast of job specific and general developments in areas of responsibility through contact with contemporaries, reading, research and attendance at meetings, conferences and seminars. Completes special assignments as requested. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Extensive knowledge of modern techniques, methods, procedures, principles, and practices of all phases of equal opportunity. Extensive knowledge of personnel, finance, general office and business administration, and the ability to apply them. Extensive knowledge of local, state and federal equal employment and equal opportunity program statutes, laws, regulations, and acts. Knowledge of training and training techniques for adult learners. Ability to plan, direct, supervise, coordinate organize, and inspect equal opportunity and workforce development initiatives plans, programs, and activities. Ability to prepare written technical reports. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to equity opportunity programs and projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present long-range equity and workforce development plans and programs. Ability to effectively master and practice conflict resolution skills and techniques. Skill in

the use of personal computers and associated programs and applications necessary for successful job performance. Possesses management style and values that are consistent with the City's mission and values.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, human resource management, industrial relations, psychology, education or a related field and five years of professional and administrative experience that includes equal opportunity or human resource management program areas, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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