

Classification Description

Title: Director, DEI
Department: Diversity, Equity and Inclusion
Job Code: 8298
Pay Grade: Y
FLSA Status: Exempt

Bargaining Unit: Non-represented
Established: March 2023
Revised:
EEO Category: Officials and Administrators

CLASSIFICATION DESCRIPTION

The DEI Director will plan, organize, and direct the activities of the DEI department. Oversight areas include long-range and short-term planning, policy and program analysis, development and implementation, and financial and human resources management. The DEI director advocates for meaningful and lasting change at Metro, and in the region, that centers those most impacted by decision making, including Black, Indigenous, people of color (BIPOC), and those from other marginalized groups.

DISTINGUISHING FEATURES

This is a single unit classification distinguished by the size of the department, the complexity of the work, supervision of assigned staff, reporting structure, planning and budget responsibility.

DUTIES AND RESPONSIBILITIES

1. Provides strategic advice to Metro Chief Operating Officer, Metro Council, and senior leadership on ways to advance equity and inclusion initiatives, within Metro and for the broader regional community.
2. Provides strategic direction in the development and implementation of the next iteration of Metro's Strategic Plan to Advance Racial Equity Diversity and Inclusion and carries out the department's shared strategic direction and vision.
3. Ensures department staff have the time, tools, capacity, and support to achieve the agency's goals to advance equity, diversity, and inclusion.
4. Provides direct supervision of administrative and management positions in DEI Department.
5. Directs and oversees departmental budget, including the development of budget proposals, engagement in budget review and monitoring of annual budget with input from key stakeholders and department staff.
6. Develops and maintains relationships with Metro Council, DEI leaders from other federal, state or local jurisdictions, community-based organizations, and community leaders in order to develop long-range strategic approaches, goals and plans to address community needs and ensure active involvement in advancing equity and inclusion in the region.
7. Supports Metro's Committee on Racial Equity (CORE)'s role as an oversight body to Metro's DEI work and further develop CORE's role in providing strategic direction and input to Metro Council on key initiatives and policies.
8. Ensures operational support for Metro's equity focused leadership tables and Employee Resource Groups to create positive outcomes for marginalized groups.
9. Responsive to emerging issues, best practices related to DEI efforts and relevant federal and state requirements or equity related policies.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation, and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices, and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in a field related to assigned responsibilities and,
- Seven years of progressively responsible management experience with responsibility for strategic planning, budgeting, and personnel management operational planning or
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility.
- Knowledge of fiscal management, including budget preparation and expenditure control.
- Knowledge of management theory and the principles of and practices of supervision.
- Knowledge and understanding of structural racism and of current conditions affecting diverse communities including those with intersecting identities and those from both U.S.-born and immigrant backgrounds.
- Knowledge of progressive social change practices particularly in racial, social and disability justice and related fields (e.g., disability rights, LGBTQ rights, poverty, labor/employment, criminal justice, immigration, education, housing, food justice, reproductive justice, etc.).
- Knowledge of and experience working with diverse teams, using good active listening skills and a high degree of emotional intelligence, tact, diplomacy, and the proven ability to build trust and relationships.

- Skill in providing transparent decision making; commitment to seeking input and thoughts from a variety of team members and using that input to shape policies, practices and decision making.
- Skill in conflict resolution and in demonstrating respect for competing views while moving divergent groups forward using trauma informed approaches.
- Skill in communicating effectively with a diverse group of stakeholders, including the ability to present at public meetings, forums and other public events.
- Skill in building buy-in and ownership among stakeholders to advance racial equity goals and outcomes.
- Skill in being a values-based leader who can demonstrate the ability to implement the principles that guide their practice.
- Skill in group facilitation and coaching to diverse individuals and/or teams in DEI best practices.
- Skill in navigating or leading organizational change to create results that improve the working conditions and lives of people of color and other marginalized groups.
- Ability to cultivate and maintain an effective working relationship with Metro leadership and staff, federal, state and local officials, community members and leaders from community partner organizations.
- Ability to support decisionmakers and staff in applying a racial equity analysis to large scale projects, policies, or programs.
- Ability to analyze and evaluate department operations.
- Ability to use research, data, and analytical skills to develop equity related policies within the context of a public agency.
- Ability to cultivate a workplace culture that is inclusive, innovative and that proactively leverages multiple dimensions of diversity.
- Ability to recognize how your own identities and privileges show up in the work in order to model self-awareness and humility.
- Ability to receive constructive feedback with an eye toward continuous learning and provide feedback in a constructive and trauma-informed way.
- Ability to maintain confidentiality.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Supervision is received from an assigned manager.

SUPERVISION EXERCISED

- Full supervisory authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline, or to adjust grievances.

Classification Description

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment; computer software including MS based word-processing and spreadsheets.

WORK ENVIRONMENT

- Work is generally performed in an office environment, with frequent interruptions and irregularities in the work schedule. Frequent reaching, walking, standing, lifting, stooping, or carrying of equipment and materials may be required. Incumbents may be required to lift and carry up to 10 pounds.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions