



CITY OF BENICIA EQUITY AND DIVERSITY MANAGER

DEFINITION:

Under direction by the City Manager, or designee, creates, develops, implements, directs, administers and facilitates the city's equity programs; works to build an infrastructure to ensure organizational decisions are evaluated through an equity lens to create fair access to opportunity; collaborates with city departments, employees, community members, and other stakeholders to make meaningful movement towards a more equitable Benicia; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This single-incumbent management classification exercises sound judgment over equity work across Benicia. The incumbent provides leadership and vision to ensure the development and management of innovative and effective strategies to achieve racial equity for the City of Benicia organization and the community. The work requires considerable initiative and the ability to make recommendations within the framework of policies and procedures established by the City Council, city executive management, federal, state, county, and city ordinances and regulations.

REPRESENTATIVE DUTIES:

- Identifies racial disparities and the systemic causes that may exist within the City of Benicia organization and community.
- Oversees design, coordination, and implementation of programs, policies and practices aimed at addressing any systemic racial disparities, if they are found to exist, in the delivery of city services.
- Develops and creates awareness and understanding in the use of an equity lens to develop and implement programs and practices.
- Creates an infrastructure to sustain the city's commitment to racial equity.
- Implements the city-wide Racial Equity Plan and other related plans.
- Provides leadership, guidance, training, and support to internal and external partners in the development and delivery of equity programs and tools; and develops work plans and training materials.
- Analyzes proposed legislation and regulations and provides expert technical guidance and leadership to management and elected officials on equity issues affecting city programs and practices.
- Establishes baseline disparity data targets/benchmarks in collaboration with partners; establishes goals and initiatives to make progress and processes to track outcomes.
- Leads the City's Government Alliance on Race and Equity (GARE) work.

- Develops methods to determine how disparate impacts will be documented and evaluated; collects, evaluates and analyzes indicators and progress benchmarks related to addressing systemic disparities.
- Directs, evaluates and coordinates analyses and recommendations regarding race and equity policy issues and long-range plans to address department and community needs and services; develops and coordinates reports and supporting materials to be presented to the City Council for information or action.
- Develops and deepens relationships with community members and non-profits committed to racial equity work; participates in community equity collaborations on behalf of the city to identify and address cumulative impacts of institutional and structural inequities in Benicia.

MINIMUM QUALIFICATIONS:

Experience and Education

Any combination of education and experience that would provide the required knowledge and abilities would be:

Education

Equivalent to a Bachelor's degree from an accredited college or university in sociology, education, public administration, ethnic studies, communication, social work, public health, or a closely related field. A Master's degree or other advanced degree in a related field is desirable.

Experience

At least five years of experience of demonstrated success in the administration of community, educational or social justice programs; and at least two of those years need to be in a managerial, supervisory or program administration capacity. Experience in a public agency is strongly preferred.

Knowledge of:

- Theories, principles and practices of effective management and strategic planning process and techniques.
- Social, political and environmental issues influencing equity program development and implementation.
- Effective institutional change management principles and practices.
- Effective interpersonal and group communication techniques.
- Policy analysis and development techniques and methods of formulating and advocating for public policies specific to equity issues.
- How inequities were created, are currently reinforced and maintained, and can be removed.
- Principles and practices of community and public relations.

Ability to:

- Plan, organize, manage and direct the implementation of equity programs.
- Effectively manage diverse employees and groups and apply effective management skills in the areas of planning and project management including organizing, directing, motivation, and evaluation.
- Act as a visionary and strategic thinker to identify and define complex equity disparities; develop sound conclusions and recommendations; and represent recommendations in a way that is compelling to a variety of institutional and community audiences.
- Conduct racial impact analysis; utilize evidence and data to recommend improvements to life outcomes for marginalized populations.
- Represent the City effectively on equity issues in a variety of forums.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Speak clearly, explicitly and convincingly to diverse audiences.

- Recognize and acknowledge ones' own cultural and racial blind spots and work toward addressing them.
- Exercise sound, expert independent judgment and political acumen within general policy guidelines.
- Exercise tact and diplomacy in dealing with highly sensitive, complex and confidential issues and situations.
- Build effective strong working relationships, partnerships and networks with communities of color, and the organizations that serve them.

LICENSE OR CERTIFICATE/WORKING CONDITIONS:

Individuals who are appointed to this position will be required to maintain a valid California Drivers' License throughout the tenure of employment

Working Conditions

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, complaints, and peak workload periods. Position requires working with the public and attendance at night and/or weekend meetings.

Physical Demands

Work may include prolonged stationary work, as well as light to moderate lifting, reaching, stooping, pulling, pushing, and manual dexterity; the need to transport files, paper and documents weighing up to 25 pounds; frequent operation of computer and other office machinery; frequent communication with employees and public.

ESSENTIAL AND NON-ESSENTIAL DUTIES:

The representative duties listed in this job description include essential and non-essential functions. Individuals with disabilities will be considered for placement into positions in this class based upon an assessment of the essential functions of the position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

POSITION INFORMATION:

Originated: August 2020

Civil Service: Exempt (at-will employee)

City Council: New position; approved August 25, 2020 (Reso 20-XX)

FLSA: Exempt

Unit: Middle Management

Civil Service Classified/Non-Classified: Non-Classified