

**METROPOLITAN GOVERNMENT OF NASHVILLE &
DAVIDSON COUNTY**

Department of Human Resources

<http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx>



Invites Applications For The Position Of:

**Chief Diversity, Equality and
Inclusion Officer**

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

SALARY: \$98,573.37 - \$128,145.39 Annually

DEPARTMENT: Finance

OPENING DATE: 11/06/20

CLOSING DATE: 11/22/20 11:59 PM

POSITION DESCRIPTION:

This is a Civil Service position in the Finance Department responsible for executive-level strategy and the development and implementation of results-focused policies and strategies that support diversity, equity and inclusion efforts in the city. The selected candidate will plan, develop and recommend strategic initiatives and implement activities to ensure goals or objectives are accomplished in accordance with prescribed priorities. Performs related duties as required.

TYPICAL DUTIES:

- Researches, develops, recommends, and executes creative strategies for diversity, equity and inclusion initiatives.
- Collaborates with all areas of government to integrate diversity, equity and inclusion principles into government operations.
- Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder government-wide diversity, equity and inclusion initiatives.
- Provides leadership in the creation and delivery of County-wide diversity, equity and cultural competency training programs.
- Maintains knowledge and communicates and recommends best practice models for diversity, equity and inclusion in policies, procedures and legislation.

- Provides policy updates and recommendations to internal and external stakeholders to maintain legal compliance on diversity, equity and inclusion issues.
- Independently monitors and reports on the compliance of the Equal Business Opportunity program.
- Engages and facilitates community conversations of diversity, equity and inclusion.
- Interacts with all Metro departments and agencies and others to enhance existing programs and to facilitate active engagement and coordination of diversity, equity and inclusion efforts.
- Collaborates with the Metro Department of Human Resources on recruitment and retention programs to facilitate a diverse workforce.
- Defines and communicates quality standards for inclusive culture and engagement programs and ensures that all aspects of the programs are executed against those standards.
- Partners with Senior Leadership to create and execute an internal/external communication strategy to build awareness and understanding for key diversity, equity and inclusion programs and messages.
- Develops metrics for measuring the effectiveness of diversity, equity and inclusion strategies and implements accountability benchmarks through data collection and trend monitoring.
- Partners with non-profits, the business community, elected officials and others to identify and recommend infrastructure needs to support diversity, equity and inclusion initiatives for underserved members of the community.
- Serves as a liaison to external organizations, county and state governments and other stakeholders regarding diversity and equity issues and initiatives.
- Makes presentations to various stakeholders on diversity, equity and inclusion issues.

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university and five (5) years of progressive experience in developing solutions and implementing strategies which focus on diversity, equity and inclusion efforts.

****Additional education may be considered In lieu of some experience****

LICENSE REQUIRED:

Valid Driver License

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Per Metro Ordinance No. S094-H17II. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

- Master's degree
- Knowledge of the principles, practices, rules, regulations, and laws related to Metropolitan Government.
- Thorough knowledge of contemporary diversity, equity, and, inclusion concepts and issues
- Successful record of leadership and experience in advancing equity, diversity, and inclusion efforts within a complex organization
- Excellent verbal and written communication skills including proven dispute resolution skills
- Ability to navigate cross organizational and cultural boundaries with ease, adapting language and style to the context both in person and at a distance
- Through knowledge of the elements and dynamics of organizational change
- Excellent organizational skills and attention to detail
- Knowledge of community resources and agencies and services they provide.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx>

Position #21099E
 CHIEF DIVERSITY, EQUALITY AND INCLUSION OFFICER
 ME

Human Resources Department
 404 James Robertson Parkway, Suite 1000
 Nashville, TN 37219
 (615) 862-6640

metrojobs@nashville.gov

Requests for ADA accommodation for the recruitment process should be directed to 615-862-6640.

Chief Diversity, Equality and Inclusion Officer Supplemental Questionnaire

* 1. Do you have a valid Driver License?

Yes No

* 2. What is the highest level of education you have completed?

- No Diploma
- High School Diploma or equivalent
- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher

* 3. How many years of progressive experience do you have in developing solutions and implementing strategies which focus on diversity, equity and inclusion efforts.

- No Experience
- 1 year
- 2 years
- 3 years
- 4 years
- 5 or more years

* 4. In the area provided, briefly describe your progressive experience developing solutions and implementing strategies which focus on diversity, equity and inclusion efforts.

* 5. Briefly describe your knowledge/experience to integrate diversity, equity and inclusion principles into business operations.

* Required Question