

The City of Troy is seeking applications for the position of:

## **DIRECTOR OF EQUITY AND INCLUSION**

<b>Department:</b>	Mayor's Office
<b>Salary:</b>	\$70,000
<b>Application Deadline:</b>	Until Filled

### **DISTINGUISHING FEATURES OF THE CLASS:**

The Director of Equity and Inclusion is responsible for administering and leading the Inclusion and Diversity goals and objectives of the City of Troy New York (the City). The employee is responsible to apply these objectives in the areas of recruitment and retention, leadership career development, cultural competency training, strategic planning, and program design. The primary areas of accountability include advocacy and education. The incumbent serves as advisor and resource person for management and staff in the areas of diversity, inclusion, equity, and may serve as a resource in investigation of concerns across the City that pertain to discrimination or harassment. Incumbent will possess very strong communication skill with a passion to educate and effectuate change. The employee is required to perform all similar or related duties.

### **TYPICAL WORK ACTIVITIES:**

- Plans, guides and advises on diversity, equity, inclusion and affirmative action matters;
- Collaborates with City management to create, implement and monitor programs designed to ensure fair and equitable treatment of employees, vendors and constituents;
- Leads in implementing strategic initiatives, including the creation of a culture for equity, diversity, and inclusion;
- Partners with City management, employees, vendors, community leaders, and other internal and external constituencies to ensure programing supports the City's values and strategic goals;
- Manages ongoing relationships with internal and external partners (examples include:, School Districts, Charter Schools, HVCC, NAACP, Center for Independent Living, Workforce Development Institute, city based social and non-profit institutions);
- Promotes the City's commitment to a climate of inclusion, equity, and diversity through interactions with City employees, students, elected officials, and the community;
- Represents the City to external community, organizations, and agencies. Collaborates with external and internal constituency groups to promote and advance equity and inclusion;
- Collaborates with the City and School's human resources department on efforts surrounding recruitment and retention; Builds relationships with external talent pipelines who specialize in recruiting candidates from underrepresented backgrounds;
- Conducts or provides direction for training initiatives on cultural competency, gender differences, disability, LGBTQ+ issues, sexual harassment, building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws;
- Assesses and monitors program effectiveness and keeps management informed of equal opportunity progress and issues through periodic reports. Measures ROI and communicates outcomes to key stakeholders/champions on a regular basis; creates executive summaries and provide recommendations for improving metrics;
- Attends DEI related conferences, trainings, and professional development opportunities;
- May provide assistance to investigatory matters that include claims of discrimination and harassment;
- Performs other related duties as assigned.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of City department operations; Comprehensive knowledge and ability to explain departmental positions verbally and in writing to employees, legal departments and other departments in the City; Understanding of City Ordinances; Strong ability using computer and internet software, social media, and web site use; Proficient written and oral communications skills; Effective presentation skills; Proficient customer service skills; Ability to work independently and be self-motivated; Ability to perform multiple tasks in a detailed, timely, accurate, and organized manner; Ability to interact effectively and appropriately with the public and other departments and/or City personnel, elected officials, students, and community at-large.

**MINIMUM QUALIFICATIONS:**

- A.) Graduation from a regionally accredited or NYS registered college or university with a Master's degree in public administration, social justice, post-secondary education, sociology, social anthropology, human resource management or other related field; **OR**
- B.) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in public administration, social justice, post-secondary education, sociology, social anthropology, human resource management or other related field and two (2) or more years of experience advancing diversity, equity, and inclusion in a complex organization, preferably in government; **OR**
- C.) An equivalent combination of training and experience as defined by the limits of A. and B. above.

**SPECIAL REQUIRMENTS:**

Possession of a valid unrestricted New York Driver's License and maintenance of such throughout duration of employment in the title.

***The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.***

***If not a Troy resident, the successful candidate will have ninety (90) days to move into the City and maintain residency.***

**PLEASE NOTE that this position is pending Municipal and New York State Civil Service Classification into the Non-Competitive Class. An individual who meets the minimum qualifications as described above may fill this position on a provisional basis.**

**Please forward \*Employment Application demonstrating that you meet the minimum qualifications of the position to:**

City of Troy Personnel/Civil Service Office  
433 River Street  
Troy, NY 12180  
Email: [employmentopportunities@troyny.gov](mailto:employmentopportunities@troyny.gov)  
Fax: 518-268-1686

\* <https://www.troyny.gov/wp-content/uploads/2020/03/Employment-Application.pdf>.  
You may submit a resume in addition to, but not in place of a City of Troy Employment Application.