



City of Lake Oswego, Oregon

Job Description

EQUITY PROGRAM MANAGER

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 177

Job Code: 1220

Summary

Under general direction of the Assistant City Manager, the Equity Program Manager will implement the City's diversity, equity, and inclusion strategies in order to build a more inclusive culture, promote and retain a diverse workforce, and support an increasingly diverse community. This position will have city-wide responsibility to promote the awareness of diversity, equity, and inclusion, both internally and externally, and will draft and lead implementation of City strategic plans to ensure that services, policies, guidelines, practices, and procedures are equitable and inclusive. The position will work with and support the City's DEI Advisory Board.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Advise the City Manager and Executive Team on best practices for internal equity training, community program enhancement, and integration of equitable best practices.
2. Assist Departments in evaluating the equity impact of organizational decisions, priorities, and projects.
3. Develop relationships with businesses and organizations that build City connections and support underrepresented communities.
4. Collaborate with Human Resources to establish recruitment and retention strategies to build a diverse workforce of inclusion and belonging.
5. Develop consistent internal and external community messaging about diversity, equity and inclusion.
6. Create and lead a cross-functional and employee-driven City of Lake Oswego Equity Team to support implementation of diversity, equity and inclusion strategies at the department level.
7. Partner with Human Resources to develop and maintain a data base of diversity information. Advise Human Resources in how to report these results to the City Council, Executive Team, and Community.
8. Perform other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Current issues, trends, practices, and principles of diversity, equity and inclusion and best practices, and related laws and regulations.
- Public policy development processes and practices.
- Practices and principles of local government management.
- Local government laws, policies, processes, and procedures.
- Research and forecasting.
- Organization and management analysis, work measurement, and continuous process improvement.
- Project management principles and techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Work independently with minimal supervision and guidance, and as part of a team.
- Conduct research in the field of diversity, equity, and inclusion practices.
- Perform policy and technical analysis and make recommendations.
- Develop, organize, and coordinate projects and studies.
- Read and interpret complex rules, regulations, and ordinances.
- Establish and maintain effective working relationships with other employees, agencies, public officials, and the general public.
- Communicate effectively with diverse people both orally and in writing.
- Ability to give and receive feedback, fostering a culture of learning and appreciation
- Make presentations including graphics, and develop reports that may include technical information.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is through obtaining a four-year Bachelor's degree or graduate degree in public administration, business administration, human resources administration, social sciences, social work, psychology, ethnic studies, women's studies, organizational development, diversity management or related field, and three years of related work experience; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Experience with teams focused on organizational development and change, and specific experience with advising local governments, either as an employee or as a volunteer or partner, about diversity, equity, and inclusion is desired but not required.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.