

## ASSISTANT DIRECTOR, EMPLOYMENT EQUITY

OPEN NOVEMBER 19,  
THROUGH DECEMBER  
5, 2014

### QUALIFICATIONS

- Bachelor's Degree in Public Administration, Business, Government Relations or equivalent
- Five (5) years of directly related relevant experience in a social justice profession, Human Resources, Human Rights or Civil Rights
- An equivalent combination of education and experience may be considered.

### KEY RESPONSIBILITIES

Manage and supervise the operations of the Equity Division within the Civil Rights Department to ensure the programs and policies achieve its mission .

Plan, organize, monitor, evaluate, modify and execute, as required, all business and work processes and procedures to ensure organizational success, including accessing and developing specific programmatic initiatives to move the City toward the goals of reducing racial and ethnic disparities in the unemployment rate, poverty rate, , and toward increased minority participation in public and private sector economic activity.

Responsible for working with departments to assess and identify the city's disparity reduction objectives and securing the programs, tools and resources to create equity both internally and externally.

Participate in various regional collaborations/committees representing the City's Equity Division. Collaborate with other City Departments to identify opportunities and ways to move the City toward achieving equity related goals.

Works with the Civil Rights Compliance team to connect contractors that have identified current or future job opportunities to City job training programs and to minority candidates that have successfully completed training.

Administer the Minneapolis Urban Scholars Leadership Development Program.

Participate on the Civil Rights Department's Management Team.

Staff the Director's Outreach Task Force.

Develop and provide administrative oversight over the Equity Division's budget to ensure the accomplishment of the Department of Civil Rights goals.

Plan, strategize and provide oversight for personnel to ensure the accomplishment of the Equity Division and Department of Civil Rights' goals.

Serve as liaison with the City Council or Mayor, and other Stakeholders for the Civil Rights Department.

### TO BE CONSIDERED FOR THE ASSISTANT DIRECTOR, EMPLOYMENT EQUITY POSITION

Please email cover letter and resume by **December 5th, 2014** to:

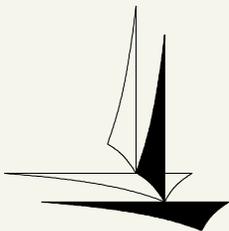
**Susan.Jones@minneapolismn.gov**

*The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer*



## DESIRABLE QUALIFICATIONS

- Strong functional technical skills in the area of employment and economic equity
- Knowledge of modern management principles and practices and systems, and modern personnel practices.
- Knowledge of statistical analysis
- Knowledge of legal principles and practices, Civil Rights laws and regulations, and precedent-setting court cases
- Knowledge of data privacy laws, and statutory underpinnings of the "right to know" on Federal, State and local levels
- Proven leadership skills, and the ability to plan, delegate, supervise and evaluate the work of assigned staff
- Knowledge of governmental structure and operation, primarily on the City and Federal level
- Ability to multi-task, work under pressure and meet deadlines
- Ability to read or hear, and understand complex written material including technical material, rules, regulations, instructions, reports, charts, graphs or tables and be able to analyze, relate and apply what is written to various and/or specific situations
- High-level oral, written communication and presentation skills.
- Ability to interact effectively with people of diverse backgrounds and ages



## ABOUT THE CITY OF MINNEAPOLIS

### Minneapolis, A First Class City

Minneapolis is a clean, green, active and educated city that is home to a vibrant arts and culture scene, a thriving business sector, a world class university and major league sports teams. Minneapolis rightfully boasts an exceptional quality of life.

### Compensation and Benefits

Salary range: \$76,307-84,339. Starting salary commensurate with experience, plus a competitive benefits package.



## EMPLOYMENT EQUITY GOALS

- Racial inequities are addressed and eliminated and equitable systems and policies lead to a high quality of life for all
- Engaged and talented employees reflect our community, departments work seamlessly and strategically with each other and the community, and decisions bring City value to life and put City goals into action

## ABOUT THE POSITION

Currently seeking a candidate with demonstrated leadership skills in employment equity and civil rights as well as previous community outreach and engagement experience with a commitment to excellence in a high-energy office. The City of Minneapolis is seeking candidates for a highly visible leadership position reporting to the Director of Civil Rights. As the **Assistant Director of Employment Equity**, this individual functions as a key strategist for creating, communicating, executing and sustaining strategic initiatives related to the elimination of employment and economic disparities within the city enterprise and within the community.

## TO BE CONSIDERED FOR THE ASSISTANT DIRECTOR, EMPLOYMENT EQUITY POSITION

Please email cover letter, resume, scanned copy of required professional certifications by **December 5th, 2014** to:

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