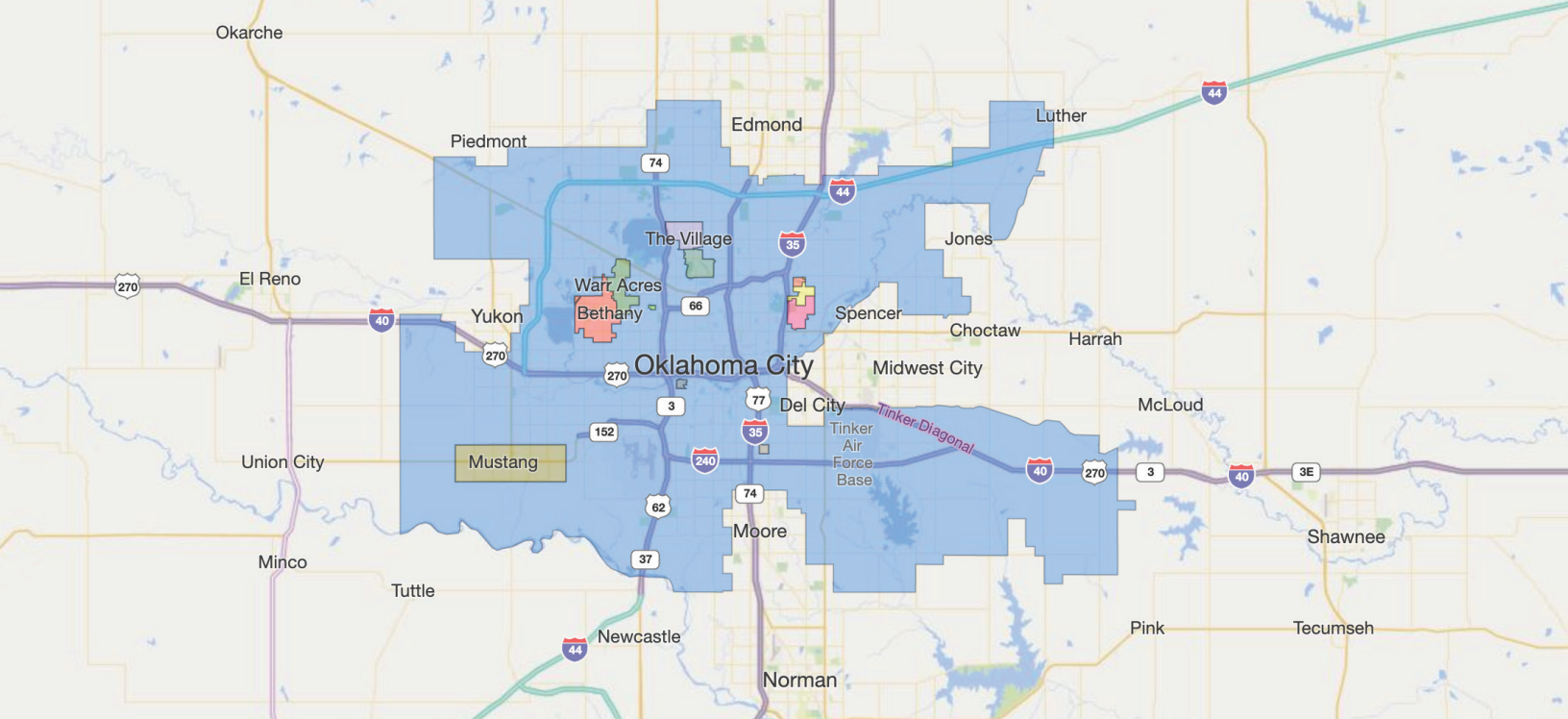


OKC



Chief Diversity and Inclusion Officer
governmentjobs.com/careers/oklahomacity





» Oklahoma City

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization.

The City of Oklahoma City serves approximately 650,000 residents in a four (4) county, 621 square mile area.

Departments

Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.

- Airports
- City Auditor's Office
- City Clerk's Office
- City Council Office
- City Manager's Office
- Development Services
- Finance
- Fire
- General Services
- Human Resources
- Information Technology
- MAPS
- Municipal Counselor's Office
- Municipal Court
- Office of the Mayor
- Parks and Recreation
- Planning
- Police
- Public Information & Marketing
- Public Transportation & Parking
- Public Works
- Utilities



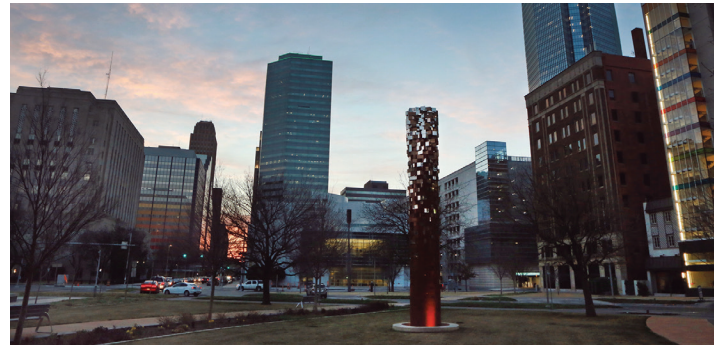


Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, The City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown Expressway relocation, which opened in 2013 allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year. Other popular attractions are the



National Cowboy and Western Heritage Museum, the Oklahoma City Museum of Art, the Oklahoma City National Memorial, the Oklahoma History Center and the National Softball Hall of Fame.

Our NBA team, the Oklahoma City Thunder, has the second-best record in the NBA since December 1 and enters the bubble as the fifth seed in the Western Conference.

The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. A USL PRO (minor league soccer) team, Energy FC, began its seventh season this year. Energy FC is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the City, 57 miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds. The estimated cost for all these projects is \$777 million.



In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families. The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation and is being transformed into a world class competitive and recreation center.

In August 2017, citizens approved the Better Streets, Safer City bond and sales tax measure. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired, and it's expected to generate about \$240 million over 27 months: \$168 million for street resurfacing, \$24 million for streetscapes, \$24 million for sidewalks, \$12 million for trails and \$12 million for bicycle infrastructure. The sales tax projects are joined by the other major Better Streets, Safer City initiatives: a 10-year, \$967 million bond program (including \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-to-day operations.



In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the American Indian Cultural Center and Museum along the Oklahoma River.

The Center will provide 85 acres of park space, with walking trails, interpretive art, and serve as a venue for native performers and educational exhibits.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City's sales tax rate unchanged.

The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives.



Vision, Mission and Core Values

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors.

We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



➤ The Position

The Chief Diversity and Inclusion Officer reports to the City Manager. This is a new position that provides the opportunity to create, lead, and evaluate programs that ensure employees at all levels of the City organization have an inclusive place to work and learn, regardless of their race, gender, age, ethnicity, socioeconomic status, sexual orientation, gender identity or expression, or disability.

The Chief Diversity and Inclusion Officer will build partnerships with diverse organizations and community groups to garner support and with persons at all levels of the City organization including executive leadership to guide the City's inclusion strategy and initiatives.

This position will also train and educate, enhance diversity and inclusion efforts across the organization, such as ensuring the City employment brand and employee life cycle reflect the highest standards of diversity.



➤ The Ideal Candidate

The ideal candidate is a visionary leader, creative thinker, problem-solver, partnership builder, and someone who possesses exceptional analytical, communication and interpersonal skills.

The ideal candidate is someone who will:

- Analyze and interpret workforce demographic data to include an assessment of demographics at various levels of the organization as compared to the labor market statistics for the Oklahoma City Metropolitan Statistical Area;
- Provide quarterly workforce diversity reports to City departments;
- Communicate frequently with executives, department directors, division managers, community groups and other stakeholders to understand the unique needs of the workforce and identify and implement diversity and inclusion strategies to meet those needs;
- Develop and implement specific strategies to recruit, hire, retain, and engage a qualified, diverse and high-performing workforce;
- Develop and deliver cultural competency and inclusion-related educational programs, workshops and other presentations for small and large groups;
- Facilitate and foster a culture of inclusiveness;
- Review City publications, web content, and social media pages on a regular basis to ensure a clear philosophy and vision about inclusion and diversity within the City organization is articulated; use of inclusive language; and to ensure photographs and illustrations depict multiple demographic groups at all levels of the organization;
- Assess employee engagement and satisfaction;
- Establish employee resource groups to identify and discuss recruitment, promotions, transfers, training, and other challenges and identify strategies to address those challenges;
- Perform a variety of administrative functions in support of diversity and inclusion efforts within the City organization; and
- May supervise and/or coordinate activities of professional and administrative support employees.

Preference:

- Possession of diversity and inclusion certifications.

The ideal candidate must possess:

- Bachelor's degree in Human Resources Management, Organizational Psychology, Sociology, or other related field.
- Minimum of three (3) years professional experience developing and implementing a broad-based diversity and inclusion strategic plan.
- Knowledge of human resources administration.
- Knowledge of federal and state employment laws and regulations.
- Skill in program development, implementation, and evaluation.
- Skill in supervising and/or coordinating the activities of professional and administrative support staff.
- Skill in developing and delivering education programs, workshops and other presentations for small and large groups.
- Skill in verbal and written communication using tact and diplomacy.
- Skill in analyzing large quantities of data and reaching sound conclusions.
- Skill in the use of computer applications such as Microsoft Word, Excel, PowerPoint, and Access to produce professional reports, create spreadsheets, and analyze data.
- Ability to apply principles of logical thinking to solve practical problems.
- Ability to maintain confidentiality.
- Ability and willingness to establish and maintain effective working relationships.
- Ability to communicate with diverse groups, while demonstrating empathy and understanding in situations concerning sensitive matters.
- Ability to persuade others and influence decisions.
- Ability to make work-related decisions and assume responsibility for decisions made.
- Ability to travel.
- Other job-related education and/or experience may be substituted for part of the basic requirements.



➤➤ How to apply

To apply for this position, please submit an online application and a resume at: governmentjobs.com/careers/oklahomacity

An email address and password are required to create a profile.

Applications/resumes will be accepted until September 14, 2020. For questions call (405) 297-3373 or email careers@okc.gov.

An Equal Opportunity Employer

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion.

The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

Working Conditions and Physical Requirements

This is an FLSA exempt position. Work is performed inside most of the time with frequent local travel required and occasional out-of-town travel for seminars, conferences, etc. This position is occasionally required to work beyond normal working hours.

Physical requirements include: speech and hearing enough to make presentations and communicate by telephone or in person; near vision enough to read reports/documents and computer screens; and arm-hand steadiness and manual finger dexterity enough to write and type on a keyboard.

Compensation and Benefits

The salary is dependent upon the qualifications and experience of the selected candidate. Our competitive benefits package includes:

- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 10 regular holidays per year
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan