

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE: TBD  
SALARY GRADE: E17  
EFFECTIVE/UPDATED: 7/13/2021**

**DIRECTOR OF EQUITY, DIVERSITY AND INCLUSION**

**Definition**

The Director of Equity, Diversity and Inclusion is responsible professional and administrative work in promoting civil rights and equity in the City of Aurora. Under the direction of the Chief of Communications and Equity, accomplishes goals through outreach and education to improve race relations, civil rights, disability rights, equal opportunity, and accessibility; contract compliance programs; and the development of related strategic partnerships throughout the City. Researches explicit and implicit barriers to inclusion of diverse persons and makes periodic reports to the Mayor's Office and City Council. Reviews information to assess the City's progress towards diversity spend goals. Prepares EEO and Affirmative Action reports and statistics.

**Equipment/Job Location**

The noise level in the work environment is usually moderate. The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine. Normal office environment where there is no physical discomfort or exposure to hazards.

**Essential Functions of the Job**

1. Plans, guides and advises City officials on diversity, equity, and affirmative action matters.
2. Administers the City of Aurora Disparity Study and make the necessary community connections to secure responses and involvement
3. Helps to create, implement and monitor programs designed to ensure fair and equitable treatment.
4. Implements citywide training to promote cultural understanding and competency and a climate of equity and inclusion.
5. Promotes City's commitment to a climate of equity and inclusion through interaction with outside organizations.
6. Gathers, researches and analyzes data for use in statistical calculations and reporting in order to meet federal and state requirements, including creating workforce analysis reports.
7. Participates in and advises the City's recruitment and retention of underrepresented groups.
8. Establish and maintain a directory of Minority, Women and Disadvantage Business Enterprises in Aurora.
9. Collaborate with the Mayor's Office of Economic Development and Invest Aurora to provide services for MWDBE's.

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10. Collaborate with the Aurora Regional Chamber of Commerce, the Quad County African American Chamber of Commerce, the Aurora Regional Hispanic Chamber of Commerce, the Women's Business Development Center, County Veterans Assistance Centers and Waubensee Community College's Small Business Development Center to amplify services for MWDBE's. Works with consultants to lead diversity, equity, and inclusion efforts in the organization and help create and implement frameworks, plans, and initiatives.
11. Performs other duties assigned.

### **Required Skills and Knowledge**

- Skilled in collaborative problem-solving and the ability to work with cross-functional internal and external partners.
- Experience with developing community outreach and engagement strategies.
- Experience working with diverse, underrepresented and vulnerable populations.
- Proven track record of developing and following through with initiatives that meet community and organizational needs.
- Well-developed leadership skills and experience in facilitating difficult conversations.
- Certifications in the field of diversity and inclusion.
- Knowledge of concepts, national trends, best practices and current issues related to diversity, equity and inclusion.
- Bilingual (Spanish) proficiency is a plus.

### **Qualifications for Hire**

Bachelor's degree in Business Administration, Public Administration, Public Policy, a Social Science, or other related field; supplemented by five (5) to seven (7) years progressively responsible professional experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities to perform the duties of the position will also be considered.