

City of Winooski Job Description

Human Resources Department

Director of Equity

Posting Period

- Internal: 12/16/2020 – 12/23/2020
- External*: 12/16/2020 – 1/16/2021

*No external applications will be reviewed during the internal posting period for this position.

Salary Range

\$66,955.20 - \$69,305 annually

How to apply

Internal Candidates: Submit Resume and Cover Letter to hr@winooski.vt.gov.

External Candidates: Submit City of Winooski Application, Cover Letter and Resume to Human Resources at <https://www.winooski.vt.gov/jobs>.

Purpose

As a core member of the City of Winooski Leadership team, the Director of Equity will administer and manage the [Working Communities Challenge grant](#); act as liaison between City departments and staff and the Winooski community (including but not limited to WSD Community Liaisons, organizations including [AALV](#), the [U.S. Committee for Refugees and Immigrants](#), the [Winooski Housing Authority](#), and other cultural and service organizations, State and municipal partners); work directly with Winooski residents to increase understanding and access to City government, processes, procedures, services and decision-making; gather data and feedback in order to make recommendations to City leadership to change policies, procedures, and practices to better support Winooski's residents and resident communities; support Winooski leadership in making changes to continuously improve City staff's ability to support and include all residents; and work with the Communications Coordinator to develop and implement communication strategies that reach and engage all Winooski residents, including low income, multi-lingual, refugee and new American communities. This position will identify barriers to needed services, employment, community connections, food, childcare, education and civic engagement and work with the City to change existing systems and implement new systems that work toward eliminating those barriers and ensure all residents have a voice in their municipality. This position will work closely with the Equity Council and City Leadership to identify and implement anti-racist policies and practices in the City and work to eliminate race-based barriers for Winooski residents.



Major Responsibilities¹

% of Effort²	Responsibility³
20%	In coordination with City leadership and community partners, develop and implement a community engagement strategy to increase participation in local government among under-represented populations, including but not limited to low-income and BIPOC populations. Collaborate with and provide technical assistance to City departments to create awareness, understanding, and effective use of an equity lens in developing and implementing programs to achieve fair and equitable outcomes for all residents. Explore and recommend approaches for ongoing community and employee input relative to race and equity issues, initiatives or programs. Operationalize an equity lens into city wide policy, programs and budget decisions to advance and support equitable service delivery to the community.
20%	Work with School Community Liaisons, City departments (including the Police), Youth Interventionist, agencies, community organizations (including healthcare, housing, businesses, and schools) and residents to help eliminate barriers to access and employment, improve communication, eliminate language barriers, build relationships, and provide critical information to residents regarding services and municipal decision making.
20%	Be responsible for gathering and aggregating info from the community and providing reports and recommendations to City leadership. Research and maintain up to date information on community demographics in Winooski, using innovative tools such as the Community Vulnerability Index .
10%	Work with City Manager and Human Resources Manager to establish clear equity expectations for City leadership, including in hiring, performance management, resident service and interactions, training, and strategic goals around inclusion, equity, belonging, and anti-racism.
10%	Provide staff support and technical expertise to the Equity Council as Staff Liaison and hold real power to recommend and change policies and practices within the City.
10%	Maintain a consistent understanding of critical issues impacting historically and currently marginalized communities in the City of Winooski. Proactively develop and implement systems, tools, and frameworks to remove barriers to access.
10%	Work collaboratively with City leadership to develop an Equity framework and assessment tools that help all departments create equitable access and delivery of services and programs, including tools that identify disparities in how resources are allocated to Winooski residents.

¹ Major Responsibilities are the essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.

² Approximate amount of total effort, listed from largest to smallest.

³ State the condition that appears when the responsibility is complete.



Minor Responsibilities (5%)

- Maintain high level of knowledge related to department operations by attending trainings, meetings, and reading job-related materials.
- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.
- Support the City's commitment to equity and cultural competency.
- Encourage and participate in professional development and training activities.
- Demonstrate commitment to the City Team by learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

Classified/Non-Classified: Classified

Compensation, Schedule, Position Type: Grade 6, Full-time, regular, exempt

Emergency Response and On Call Requirements: None

Physical and Mental Requirements

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- Seeing
- Inside
- Hearing/listening
- Clear speech
- Touching
- Dexterity with hand and finger
- Reading – complex
- Analysis/comprehension – moderate
- Judgment/decision making
- Clerical
- Works with others
- Exposure to conditions typical of office work
- Pushing/pulling
- Moving objects
- Noise, moderate
- Bending, kneeling, squatting
- Sitting
- Dirt/dust
- Use of basic office equipment
- Face-to-face contact
- Verbal contact w/others
- Standing
- Contact with others via phone
- Ability to move distances within or between locations



Reporting Structure

Reports to: City Manager Direct Reports: Intern(s) Indirect Reports: None

Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications

- Bachelors Degree and up to 3 years of experience or equivalent combination of education and experience.
- Experienced working with communities of color and low income communities.
- Extensive knowledge of racial equity principles, including familiarity with tools and practices used to identify and make changes that reduce barriers to access and increase equity in government/institutional structures; and equitable inclusion and outreach best practices.
- Ability to communicate effectively with a wide range of residents.
- Proven ability to build relationships and deepen connections with people, groups, and communities across all races, genders, sexual orientations, generations, abilities, and socioeconomic statuses.
- Experience working with or in a municipal or governmental organization serving diverse populations.
- Understanding of systemic and institutional racism, generational poverty, and barriers facing underrepresented and underserved groups.
- Ability to work cooperatively with diverse leaders, government officials and the media.
- Ability to exhibit a nonjudgmental, open manner and utilize effective interpersonal skills.
- Skilled in providing thoughtful and thorough analysis and recommendations to resolve difficult equity and inclusion issues.
- Experience in project management and/or grant management.

Post offer Pre-Employment Screening

Employment reference check, background check, and Motor Vehicle Record Check required.

