ORDINANCE NO. 21- _____

WHEREAS, the City Council of the City of Huntsville, Alabama established the Office of Multicultural Affairs pursuant to Ordinance No. 08-1079 and as modified by Ordinance No. 13-48; and

WHEREAS, due to the changing role and responsibilities of the Office and its Director, the Administration and the City Council desires to rename the Office of Multicultural Affairs as the Office of Diversity, Equity and Inclusion and set forth the duties of its Director.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Huntsville, Alabama that the Office of Multicultural Affairs is hereby renamed the Office of Diversity, Equity and Inclusion (DEI) Director. The DEI Director shall be appointed by the Mayor subject to the approval of the City Council as provided by law, and shall be under the direct supervision and control of the Mayor. The DEI Director shall hold office during the term of the Mayor making the appointment. Generally, the DEI Director shall be available to council members to respond to requests for information or questions related to matters under the general control of the DEI Director which are pertinent to the performance of a council member’s duties. The DEI Director shall also act as a liaison between the City and the community on diverse issues, programs and activities.

Ordinance No. 04-315 of the City of Huntsville, Alabama, as amended, adopting the Personnel Policies and Procedures Manual of the City of Huntsville (the “Personnel Manual”) shall not constitute an employment contract with the DEI Director, and the DEI Director shall not be governed by the provisions of the Personnel Manual except (1) where otherwise provided by law, and (2) when enforcing the terms of the Personnel Manual in his or her capacity as a supervisor.

The duties of the DEI Director shall include, but not be limited to, the following:

**ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:**
Develops and delivers in collaboration with Human Resources (HR) and the Equal Employment Officer (EEO), training programs for the City of Huntsville (COH) workforce, including insuring the practice of equitable hiring, cultural awareness/sensitivity, anti-bias behaviors, interpersonal skills and effective communication.

Reviews ordinances and policies governing the COH workforce and identifies aspects that might cause barriers to the hiring or advancement of underrepresented/disadvantaged populations; provides advice to the Mayor, City Administrator, Equal Employment Officer, and HR Director on strategies to eliminate barriers to equitable opportunities for COH employees.

Participates on citywide projects that strengthen organizational systems to support a diverse workforce; conducts projects to assess organizational readiness and progress on the City's
diversity, equity and inclusion initiative; researches, develops, and recommends citywide policies on diversity and multicultural awareness; acts as a resource for departmental policy development; assists with community multicultural events, activities and new programs; assists with integrating diversity, equity, inclusion and multicultural sensitivity into the City's public image and marketing strategies; establishes, promotes and expands the City's outreach to more segments of the community.

Provides technical support and advice to the City's Human Relations Commission, including recommending nominations for mayoral and council appointments; develops and provides resources for multicultural education and training in a variety of formats and other support programs; provides diversity, equity and inclusion training to City departments, as needed. Develops DEI goals for COH appointed boards and commissions and provide an annual report of the state of DEI in the city for the Mayor and City Council.

Develops and delivers for Huntsville Police Department (HPD) training focused on cultural competency, anti-bias behaviors, effective communication with diverse communities and other aspects of DEI specific to law enforcement tasks and procedures; ensures these training packages are delivered for both entry-level and veteran officers and during annual in-serve programs; develops and assists the Procurement Division in implementing programs that seek to eliminate barriers to participation in COH procurements and contracting encountered by businesses owned/operated by historically disadvantaged populations.

Encourages understanding and goodwill, promotes justice, and promotes the elimination of discriminatory practices between and among Huntsville's citizens because of race, religion, national origin, age, sex, disability or ethnicity; collaborates with these individuals and groups to develop initiatives that advance the goals and objectives of DEI; promotes communication and mutual understanding and respect among diverse constituencies and persons in the greater Huntsville area.

Provides leadership and guidance to various ethnic celebration committees, assessing the needs of multicultural segments of the community; represents the City at multicultural-related community events; serves as liaison to the various community organizations ensuring that there is open, active and continuous communication with these groups and the COH senior leadership team; identify COH policies, practices and procedures that could cause barriers to city government engagement/participation by underrepresented/disadvantaged groups in the city and advises the Mayor and senior leadership on strategies to eliminate/mitigate those barriers.

Works with the local business community in promoting human rights, justice, and diversity in job recruitment and economic development; acts as a municipal and community agent, acting in concert with the Business Development Director, in promoting multicultural and multinational business, commerce and economic development prospects for the City.

Represents the Mayor at neighborhood, civic association, committee, social, business and other group meetings not requiring his official presence, and reports recommendations reached at those meetings.
Conducts public forums to promote mutual understanding and respect for the purpose of eliminating discriminatory practices in the community, working supportively in concert with the EEO and Human Relations Commission in so doing within municipal government (not supplanting or replacing these departmental roles).

Enlists the support of civic, labor, religious, professional, business, industrial, and educational programs within the community regarding human rights and community relations practices, laws, regulations, policies, and programs affecting equality and opportunities for persons of all ethnicities, to champion diversity at every level of community life; actively participates with organizations conducing workforce development, job training and access to hiring activities throughout the community; ensures the programs have significant components that ensure inclusion and access to underrepresented, historically disadvantaged groups; provides advice, program development and coordination for these efforts.

Organizes community neighborhood associations and serves as liaison between the Huntsville Council of Neighborhood Associations and other neighborhood organizations and the Administration, presenting to the Administration the input and recommendations of the community.

Administers other tasks as they relate to diversity, equity, and inclusion as assigned by the Mayor.

Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

Provides supervision and direction to the Assistant Director of Diversity, Equity & Inclusion.

**MARGINAL FUNCTIONS OF WORK:**
Effectively communicates the relationship between diversity, equity and inclusion and organization's goals, major systems, policies and management and works with other professionals to coordinate programs and promote the multicultural message and events.

Attends neighborhood, civic and business meetings as required.

Attends City Council meetings in order to stay abreast of current and pending issues.

Assumes other duties and responsibilities as may be directed from the Mayor or City Administrator.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**
Considerable knowledge of diversity, equity, and inclusion practices, policies, and initiatives in the public and private workforce and various forms of diversity, including race, ethnicity, religion, and gender.
Considerable knowledge of community relationship building, and citizen service practices.

Considerable knowledge of general departmental operations and organization.

Considerable knowledge of City departmental agencies.

Knowledge of City, County and other agencies and associations of the City.

Ability to apply practices for the efficient operation of the office.

Ability to express oneself clearly and concisely, orally and in writing.

Skill in the operation and care of a personal computer.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:
Bachelor's Degree in Multicultural Studies, Business or Public Administration, Communications, Public Relations, Human Relations, Psychology, Public Policy or Organizational Management from a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education and considerable experience in developing, coordinating, directing public relations and multicultural affairs programs; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities.

WORKING ENVIRONMENT:
Work is performed in an office setting and involves everyday risks or discomforts which require normal safety precautions. Some work is performed in the local and surrounding communities and neighborhoods.

PHYSICAL DEMANDS:
Work is essentially sedentary, however walking, standing, bending and carrying of light items may be required.

NECESSARY SPECIAL REQUIREMENTS:
Valid Driver’s License

ADOPTED this the ______ day of ______________________, 2021.

____________________________________
President of the City Council
of the City of Huntsville, Alabama
APPROVED this the _______ day of ______________________, 2021.

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Mayor of the City of
Huntsville, Alabama