



City of Phoenix

DIRECTOR

Diversity,
Equity, and
Inclusion



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Make Your Next Career Move in Phoenix

Phoenix is the capital city of Arizona and at the heart of one of the fastest growing economies in the United States. With 1.6 million residents, it's the fifth largest city in the country and one of the top destinations for businesses and professionals. Known as the Valley of the Sun, Phoenix is not only a great place to live but also a great place to make a living. The City of Phoenix is seeking an experienced Diversity, Equity, and Inclusion (DEI) Director to develop and implement the City's diversity initiatives and strategies. Working closely with senior management, the Mayor and City Council and engaging with City departments, external partners and community members, this position will be responsible for integrating an equity and inclusion lens into citywide policies and decision-making processes. This position will report to a Deputy City Manager.



Diversity, Equity, and Inclusion Director

Duties and Responsibilities

- Researches, develops, recommends, and executes creative strategies to foster the City's diversity, equity, and inclusion (DEI) goals, and integrates equity objectives throughout the organization
- Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the City's DEI goals, strategies and objectives, and make recommendations for improvement
- Gathers and analyzes DEI metrics, including measuring progress and impact in workforce development both internally and externally, economic development and creating a culture of inclusion
- Provides oversight to boards and commissions whose focus is on various diversity and inclusion areas such as the Mayor's Commission on Disability Issues, Human Relations Commission, and the Women's Commission
- Partners with Human Resources to design and implement recruiting and hiring strategies to attract employees from diverse backgrounds
- Develops and/or acquires training and development to aid diversity and retention initiatives
- Acts as liaison and coalition-builder with local boards and commissions, community diversity groups, and other government agencies concerning DEI initiatives and issues
- Maintains knowledge of diversity-related issues, legislation, and best practices
- Develop consistent communication and feedback mechanisms to ensure the City is able to identify, discuss, and address equity issues impacting community members, program participants and staff

The Ideal Candidate

- Proven success in building DEI infrastructure, change management and organizational development in a multi-cultural environment
- Proven success in DEI efforts, including developing and delivering programs, and tracking and measuring progress and impact
- A demonstrated track record of success engaging with underserved and marginalized communities, and experience making transformational changes to benefit these communities
- Strong collaborator, effective at responsive problem-solving and compliance resolution
- Ability to deal effectively with people in difficult or controversial situations
- Strong verbal and written communication skills



Phoenix City Hall, Downtown

Minimum Qualifications

- The ideal candidate has five years' experience in developing, implementing, and managing diversity, equity, and inclusions initiatives for a large organization.
- This position requires a minimum of a Bachelor's degree in social work, public policy, ethnic studies, public relations, psychology, business, education, sociology, economics, public administration, or related field, however, a Master's Degree is preferred.
- An equivalent combination of related experience and education may be considered.
- The City job description can be found [here](#).
- In general, City of Phoenix residency is required within 24 months after the date of hire for newly hired executives, however exceptions apply for current employees. For more details, visit: <https://www.phoenix.gov/hr/who-apply/residency>.
- Assistance for relocation costs and exploratory home search trips may be authorized for the successful candidate, however per IRS rules, relocation costs are considered to be income: https://www.irs.gov/irm/part1/irm_01-032-012.
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For information regarding pre-screening and driving positions, [click here](#).



The City of Phoenix has paused plans to implement a federal mandate requiring all city employees be vaccinated against COVID-19. This decision comes after a series of legal challenges and a ruling from a federal judge which temporarily halts the COVID-19 vaccine mandate for federal contractors nationwide. If the requirement is reinstated, the City of Phoenix may require new hires to provide proof of full COVID-19 vaccination status as a condition of employment. After a conditional offer has been extended, candidates may request a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

Preferred Qualifications

The minimum qualifications listed above, plus:

- Professional certification in Diversity, Equity, and Inclusion or similar credential is highly desired. Candidates will be expected to obtain certification within the first year of employment.



2019 City Council Inauguration



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Salary

Up to \$154,253.00 annually. Salary commensurate with experience and qualifications. The City contributes 9% of salary into 457/401(a) plans with no matching required. \$5,400/annual car allowance and \$1,440/annual cell phone allowance.

A comprehensive Executive benefits package is offered which includes: Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HSA/HDHP plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; paid time off includes 11.5 paid holidays, 12 vacation days, 15 sick days. For more details, visit:

[Executive Benefits](#) and [Pension Information](#).



Phoenix Chinese Week Festivities



Coffelt-Lamoreaux Park, Phoenix



Peace Civil Rights Memorial Rededication Ceremony



Phoenix Pride Parade



Margaret T. Hance Park: Tacolandia



Margaret T. Hance Park, Noche en Blanco

How to Apply

Apply online by completing the required information and attaching, as one document, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be invited for interview. The results of the resume screening process will be sent to your primary email address.

Job ID: 45729

Recruitment Dates:

Recruitment closes July 5, 2022. All materials must be received by 11:59 p.m. on this date.

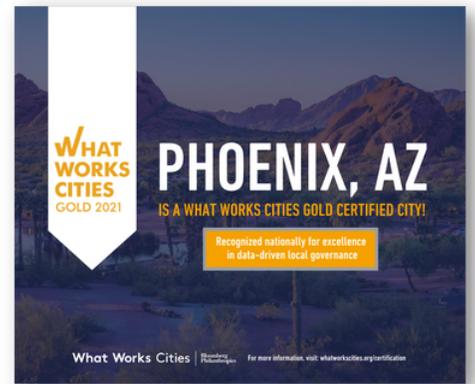


www.phoenix.gov/jobs



We Are Here to Help

- During the current health crisis, job interviews may be held by video or audio conference.
- Please be aware that you may be required to wear a face covering or use other personal protective equipment (PPE) related to the COVID-19 pandemic.
- If you are in need of computer resources, [click here](#) for free options.
- Explore other [Employment Opportunities](#) with the City of Phoenix.
- Subscribe to receive [e-mail notifications](#) about new employment opportunities.
- Request assistance applying for this job by contacting our HR Connection Center at (602) 495-5700.



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