



## City of Kansas City, Missouri Job Class Specification

**Job Title:** ASSISTANT TO CHIEF EQUITY OFFICER      **Department:** CITY MANAGER  
**Job Code:** 1713      **Status:** EXEMPT      **Grade:** UNCLASSIFIED

### Summary

This professional position provides executive-level support to the Chief Equity Officer as a member of the City Manager's Executive Team. The role serves as the primary lead for managing the flow of information and coordinating initiatives and projects within the Equity Office.

Work requires extensive knowledge of municipal operation and the ability to use initiative, discretion and independent judgment within a broad policy framework in determining equity integration into city programs and initiatives. Work involves gathering information, studying administrative issues and cross departmental collaboration to devise solutions for city-wide equity transformation. Work may involve meetings to explain City policies, equity practices, and resolve complaints, with much of the work requiring significant initiative and independent judgment.

### Duties and Responsibilities

- Serves as an advisor and technical expert on municipal procedures and practices to determine equity integration across the City within policies, procedures and programs.
- Interprets and communicates administrative policies and provides guidance on policy and procedural revisions.
- Collaborates with the Mayor, City Council, City Manager, Assistant City Managers and department heads to plan, organize, and implement equity programs across municipal functions.
- Coordinates with Equity Office staff on matters affecting their areas of responsibility and reports to the Chief Equity Officer on interdepartmental issues and procedures.
- Engages with various governmental, citizen, professional, business, and community groups to answer questions, resolve problems, and encourage involvement in equity initiatives.
- Serves as the Employee Resource Group (ERG) Coordinator, provide guidance and direction to ERGs, ensuring the sustainable impact of employee groups through infrastructure development, growth, and budget management.
- Monitors external diversity best practices and governmental trends, providing recommendations for new initiatives or improvements initiatives to advance the City's equity efforts.
- Responsible for leading and/or collaborating on a variety of high complex cross-departmental programs designed to address both workplace and city-wide equity issues.

**Technical Skills**

Thorough knowledge of:

- The functions and organization of municipal government, including the relationships between departments, divisions, and agencies.
- Public administration principles and practices in municipal government operations.
- Equity best practices, particularly within local government settings.

Ability to:

- Organize and coordinate efforts across multiple city departments and other agencies to achieve the city's equity goals and/or objectives.
- Analyze a variety of administrative, operational, fiscal, and social problems and identify equitable solutions.
- Interpret policies and guidelines as they relate to the application of equity within a municipal government.
- Maintain harmonious and effective working relationships with the Mayor, City Council, Deputy and Assistant City Managers, department heads, employees, and the general public.

**Knowledge,  
Ability & Skills**

Knowledge of:

- City practices, policies, and procedures.
- Supervisory or management techniques and principles.
- The functions and organization of municipal government, to include the relationships between departments, divisions, and agencies.

Ability to:

- Lead and train others.
- Resolve problems or situations requiring the exercise of good judgment.
- Establish and maintain good working relationships with other City employees and the public.
- Interpret policies and guidelines as they relate to municipal government.
- Exercise discretion in confidential matters.

**Education and  
Experience**

To be determined by the Chief Equity Officer

**Certificates/  
Licenses/Special  
Requirements**

Project Management Training/Certification(s), or  
Municipal Government Training/Certification(s), and/or  
DEIA Training in the form of formal education and/or professional certifications (i.e., graduate certificates, professional certifications).

**Supervisory  
Responsibility**

Supervision may be exercised over professional, technical, and staff personnel.

**Supervision  
Received**

Work is performed under general direction of the Chief Equity Officer or an assigned designee and affords wide latitude for the exercise of independent judgment and initiative.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

<b>Created</b>	11/24
<b>Revised</b>	1/2025