



City of Kansas City, Missouri Job Class Specification

Job Title:	CHIEF EQUITY OFFICER	Department:	CITY MANAGER
Job Code:	1746U	Status:	EXEMPT
		Grade:	UNCLASSIFIED

Summary

This is highly responsible administrative work in assisting the City Manager in developing, implementing, and accomplishing the City's diversity and inclusion mission, vision, and goals.

Work involves supporting city agencies and departments in normalizing concepts of social equity and organizes staff to work together for transformational change. Implements new practices, policies, and programs to drive greater equity. Ensures equitable policy-making, delivery, and distribution of resources that account for the different histories, challenges and needs of all constituents. Leads efforts to nurture and facilitate the development of citywide, multi-sectoral programming and policy to effect change in the city's approach to diversity, equity and outreach strategies. Leads efforts to create new policies that proactively implement programs and strategies to promote equity and equality within Kansas City's internal structure and throughout the city, including regular collaboration with internal departments and the leadership of a task force established by the City Manager to ensure that the city is using innovative approaches to address race and equity both internally and citywide.

Duties and Responsibilities

- Provides leadership, guidance, and support to internal and external partners in the delivery of equity and equality policy and programs.
- Develops and recommends performance indicators and progress benchmarks to ensure accountability and to achieve fair and equitable delivery of city services from city departments.
- Creates citywide equity action plan based on data driven analysis that encompasses equity tools and provides a blueprint of systems and structures for each department.
- Assists departments in identifying disparities in services and programs.
- Conducts regular reviews of city practices and programs to ensure equity for employees and all citizens.
- Leads a task force established by the City Manager with oversight from the City Council to review city practices and programs to ensure that they are equitable and fairly administered.
- Collects, analyzes and presents data measuring equity program efforts and progress for monthly reporting by the City Manager to the City Council.
- Utilizes relevant data resources to track and analyze diversity, equity and outreach strategies within the City.
- Meets with various citizen groups regarding problems of discrimination, equal employment opportunities within the City's government and with the provision of housing and health services by the City to ensure equity and fair administration in the provision of those opportunities and services.
- Develops communication and feedback mechanisms to equip city representatives to identify and address equity issues, processes, policies and legislation
- Performs related duties as required.

Technical Skills

Extensive knowledge of:
Understanding of the effective methods of organizational and institutional change.
Research methods, techniques, sources of information, and methods of report presentation.
City programs and problems and resources available to resolve municipal problems.

Ability to:
Organize and coordinate the efforts of several city departments with other governmental or private agencies to accomplish program goals or objectives.
Analyze a variety of administrative, operational, fiscal, and social problems and to make sound recommendations for solutions.
Develop working procedures and programs.
Express ideas effectively, both orally and in writing.
Maintain harmonious and effective working relationships with the Mayor, City Council, department directors, employees, and the general public.

Education and Experience

To be determined by the City Manager.

**Certificates/
Licenses/Special Requirements**

Must pass a background check as prescribed by the City.

Supervisory Responsibility

Supervision or work direction may be exercised over professional and paraprofessional employees.

Supervision Received

Work is performed under the general direction of the City Manager or an assigned designee.

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.

Created

06/2021 , 01/2024