

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.

It is the policy of the Town of Arlington to select and employ qualified persons, without regard to race, color, religious views, national origin, sex, gender identity or expression, citizenship, age, ancestry, family/marital status, sexual orientation, disability, source of income, or military status, unless based upon a bona fide occupational qualification, and to administer all personnel functions, including but not necessarily limited to recruitment, selection and placement, promotion and transfer, compensation and benefits, layoffs and terminations, and training and education on a non-discriminatory basis.

COORDINATOR OF DIVERSITY, EQUITY AND INCLUSION

Full-Time

\$61,572 – 79,904

Application deadline is Monday, September 16, 2019. To apply, click www.arlingtonma.gov/hr.

Definition

Professional and administrative work coordinating the administrative and programmatic duties of the Human Rights Commission, Disability Commission and Rainbow Commission and serving as the ADA (Americans with Disabilities Act) Coordinator. Supports partnerships with other town departments and organizations on issues of equity and inclusion. All other related work as required.

Supervision

Works under the supervision of the Director of Health and Human Services. Performs varied and responsible duties requiring considerable initiative and judgement.

Schedule

The employee has regular office hours set by the Director of Health and Human Services. Flexibility in working multiple evening meetings and working outside of normal business hours is required.

Work Environment

Most work is performed under typical office conditions; the balance of the work is performed in attendance of evening meetings; the employee is occasionally required to situations/incidents outside of normal business hours. .

July 2019

Updated: August 1, 2019

FLSA Status: Exempt

Arlington, Massachusetts
Coordinator of Diversity, Equity and Inclusion

The employee has access to sensitive confidential information pertaining to police reports, complaints and legal proceedings.

The employee has a high degree of contact with town committees, town departments, local, state and federal agencies and the public. Contacts are in person, in writing, phone, text, emails and social media. Contacts require excellent public relations skills, persuasiveness, discretion and resourcefulness.

The employee is usually required to attend two or more evening meetings per week.

The employee operates standard office equipment and must have reliable transportation to evening meetings.

Errors could result in adverse public relations and legal implications.

Essential Duties and Responsibilities:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Works with the Chair of each commission to coordinate the work of the Disability Commission, Human Rights Commission and the Rainbow Commission
- Works with the Human Rights Commission and the Disability Commission to investigate complaints, develop reports and presentations to commissions
- Attends the Disability Commission, Human Rights Commission and Rainbow Commission meetings
- Schedules rooms, posts meeting agendas, ensures minutes are taken and posted by designated committee members and ensures all legal mandates of the commissions are met
- Receives calls and complaints, reports and provides summary to the commissions
- Supports the town in the resolution of conflicts with cultural implications whenever possible and appropriate
- Supports the town in the coordination of special events related to DEI
- As requested attends meetings of the Equal Opportunity Advisory Committee and under the Direction of the Director of Human Resources/Equal Opportunity Officer supports Town efforts to diversify its workforce
- Serves as the ADA Coordinator, in that role, serves as a resource for residents, businesses and town staff regarding ADA and related local, state and federal regulations.

- Receives and processes ADA accommodation and grievance requests.
- Advise and assist town officials in ensuring town compliance with state and federal laws and regulations affecting people with disabilities.
- Assists the town in the implementation the ADA transition plan
- Manages and administers budgets for each commission

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree in related field and three to five years' relevant experience; Master's Degree or legal background preferred.

Knowledge, Ability, and Skill

Knowledge of laws related to equal opportunity, disability issues, human and civil rights. Knowledge of community, action groups, politics (local), neighborhood and business concerns.

Ability to organize and direct the preparation of comprehensive reports, analyze problems, ability to understand and interpret laws, prepare technical reports and formulate recommendations; ability to communicate effectively in a concise and convincing manner.

Ability to effectively prioritize work from competing demands.

Proven ability to work cooperatively in a diverse community.

Ability to maintain effective relationships with parties who may have conflicting opinions.

Exceptional communications skills. De-escalation, mediation and supervisory skills.

Ability to effectively use Town IT equipment and software including computer skills in MS Word and Excel. Ability to manipulate and upload information to the Town's website.

Performance of duties requires strong communication skills and the ability to read for understanding and analytical purposes.

Physical Requirements

Work performed in the office requires minimal physical effort. Ability to travel to different locations in town and occasionally out of town. Ability to work late into the evening hours.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.