



THE CITY OF PORTLAND, OREGON SEEKS A OFFICE OF EQUITY AND HUMAN RIGHTS DIRECTOR

APPROXIMATE ANNUAL SALARY: \$ 102,648 TO \$146,952

RECRUITMENT NO. 2011-00135

ABOUT THE CITY OF PORTLAND

The City of Portland is a full-service city with over 5,900 represented and non-represented employees and a budget of nearly \$2.3 billion. Portland offers employees a competitive compensation package and participates in Oregon's Public Employees Retirement System (PERS).

Lauded as one of the best places to live in America, Portland boasts a vibrant downtown, diverse neighborhoods, natural beauty, good schools and friendly people:

- Listed in the top 25 arts and culinary destinations in the U.S.
- Named one of the best cycling cities in North America
- Known as one of America's most walkable towns.

Home to about 560,000 residents within 145 square miles, Portland maintains deep ties to the Pacific Northwest's natural beauty. Mount Hood, the Cascade Mountain Range, and the renowned Oregon Coast are all just over an hour away. There are 37,000 acres of parks and green spaces within the metropolitan area, including 5,000-acre Forest Park, which is the largest urban wilderness in the U.S. Average temperatures range from 34° in winter to 80° in summer and the 37" of annual rainfall is less than Seattle, Houston, Baltimore, Boston and Atlanta.

POSITION DESCRIPTION

This position is an exciting and challenging opportunity for a proven leader who will establish and direct the new Office of Equity and Human Rights. This Office, created in September of 2011, represents the City's next step in creating an environment in the workplace and ultimately in the Community where equity and human rights become part of everyday decisions.

The Office of Equity and Human Rights Director is a high-level manager responsible for directing the City in promoting equity and the elimination of disparities within City government, particularly as this pertains to race/ethnicity and disabilities. The new director will lead the Office in educating and providing technical assistance to all bureaus to build capacity in achieving equitable outcomes and service. The Director will work with community partners to produce measurable improvements to equity and inclusion in the City. The Office, under the guidance of the new Director will work to resolve human rights issues and issues rooted in bias and discrimination.



Under general policy direction from the Commissioner-in-Charge, the OEHR Director will plan, organize, manage and direct the implementation of equity and human rights systems and programs for the City. The Director will oversee a beginning budget of over 1 million dollars, and supervise three to ten staff in the first year.

The Director is accountable for developing, implementing, and executing short- and long-range work plans, policies and strategies to accomplish the mission and priorities of the City, as outlined in the adopted Portland Plan Equity initiative. The OEHR Director serves as an advisor to the City Council on recruitment, contracting, legislative actions and education as they pertain to equity and human rights in the City. The Director will establish and maintain effective working relationships with other bureau directors, elected leaders, key stakeholders, constituents, and customers of the City of Portland. The Director will oversee the formation of a community and staff advisory system, and will ensure the staffing of the Portland Commission on Disabilities and the Human Rights Commission.

The Director must know how to foster an organizational culture of openness, transparency, and continual learning to ensure that good communication exists between the Office and other City Bureaus as well as with the community. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program outcomes and cost-effectiveness.

The incumbent is exempt from Civil Service and serves at the discretion of the Commissioner-in-Charge, subject to City of Portland Human Resources Administrative Rules and the Portland City Charter and Code.

IDEAL CANDIDATE PROFILE

The ideal candidate for this position will possess the competencies identified in the position summary, and the knowledge, skills, and abilities described in this ideal candidate profile. The ideal candidate profile reflects input gathered from a broad cross-section of community stakeholders specifically for this recruitment.

Leadership – Proven skill, experience and success in leading an organization in a multi-disciplinary, complex, and fast-paced urban government initiating a dynamic, systems-changing equity improvement initiative. Experience in facilitating, negotiating, and building consensus among diverse constituents and stakeholders with competing needs. Proven track record in working with equity and social justice related programs, creating cohesive teams, establishing a strategic direction, motivating staff, working with diverse community constituents, and managing change particularly in achieving equity with respect to race/ethnicity and/or disabilities. Committed to spending taxpayers’ money wisely to achieve measurable results.

Strategic and Visionary Thinking – A leader with a creative and entrepreneurial spirit, who is open to new ideas and can readily identify and prioritize issues and recommend and implement effective solutions especially in areas of race, ability and disability. Proven executive level ability to think systemically and strategically, make tough decisions among competing priorities, and guide organizational development through an environment of social and political change.

Diversity and Equity – Proven experience and demonstrated results in establishing and/or expanding a government equity initiative. Experience successfully developing and delivering culturally competent services to diverse communities; working with minority, women, and emerging small businesses (MWESBs); adapting programs to reduce disparities and improve access for people of color and/or people with disabilities. Demonstrated commitment to ensuring everyone has access to opportunities necessary to satisfy essential needs, advance their well-being, and achieve their full potential.



Relationships – Ability to establish and maintain highly effective, collaborative working relationships with elected officials, bureau directors and managers, employees, the media, and diverse users of the City’s multiple service systems. Strong commitment and ability to cultivate sustainable partnerships and resolve high-level issues with public and private sector partners, including other local jurisdictions, state agencies, non-profit organizations, community groups and the business community (both small businesses and large corporations). Experience with and places a high value on community involvement. Familiarity with the City of Portland, its citizens and cultural history, and its challenges and barriers with respect to equity work with a focus on race/ethnicity and ability/disability. Proven success working with multiple communities and interest groups.

Communication – Inspirational leader with excellent verbal and oral communication skills, include experience communicating successfully with a broad range of stakeholders – Council, bureau directors, employees, and community partners. Passionate advocate and effective public speaker, with the ability to represent the bureau and City of Portland locally and nationally. The Director must be able to articulate the mission and values of the organization, clearly explain information to a variety of audiences, negotiate and problem solve, and provide an understanding of social and economic benefits. Multi-lingual and/or multicultural abilities would be helpful.

Management of People – Experience supervising a diverse workforce, including union-represented employees. Skill in creating a culture of respect, collaboration, and accountability. Experience with full range of personnel management duties. Demonstrated skill in creating a workforce that reflects and respects the diversity of the communities it serves. Ability to be firm and hold people accountable while maintaining relationships. Ability to work with elected officials as well as peers, staff, and diverse community members.

Operational Management and Innovation – Demonstrated experience in evaluating needs, managing staff and resources, designing programs, a good understanding of bureaucracy. Experience working with systems and implementing equity related programs. A Proven track record of leveraging public-private partnerships and other resources. Experience using statistical data, financial information, and outcome measures to develop budgets, evaluate operational performance, and strengthen organizational accountability and effectiveness.

Strong Political Acumen – Experience in dealing with complex, sensitive, and confidential issues. Ability to work with changing political and community leadership while involving and incorporating community input. Demonstrated skill in addressing politically challenging situations with tact, diplomacy, and sensitivity. Demonstrated ability to work across cultures and interest groups, with government as well as advocacy groups, with business leaders as well as non-profits and community volunteers, and with multiple ethnic advocacy organizations as well as with communities with disabilities.

Education and Professional Experience – Bachelor’s degree and five years’ management experience required. Advanced degree and additional workforce success leading equity changes in institutions preferred.

COMPENSATION

The annual salary for the Office of Equity and Human Rights Director ranges from \$ 102,648 to \$146,952. Initial compensation level will depend upon qualifications and experience. The candidate’s total compensation package includes a City contribution of 95% towards medical, dental and vision elections, fully paid life insurance and long term disability coverage. Optional benefits include additional long-term disability and life insurance, pre-tax dependent care and medical expense reimbursement accounts and Deferred Compensation (IRC 457). The City of Portland participates in Social Security, including Medicare and contributes 6% of gross salary to an employee’s individual account within the Oregon Public Employee Retirement System (in addition to funding an employee’s monthly pension benefit upon retirement).

RECRUITMENT ACTIVITY SCHEDULE

<i>Application Deadline</i>	<i>Tuesday, December 6, 2011</i>
<i>Candidates Notified of Interviews</i>	<i>Week of December 12, 2011</i>
<i>First Round Interviews (Approximate)</i>	<i>Week of December 19-21, 2011</i>
<i>Finalist Interviews (Approximate)</i>	<i>Week of January 2, 2012</i>
<i>Final Decision/Offer (Approximate)</i>	<i>Week of January 9, 2012</i>
<i>Anticipated Start Date</i>	<i>Week of February 6, 2012</i>

HOW TO APPLY

Apply at: www.portlandoregon.gov/jobs. Completed application packets must include:

- A Cover Letter summarizing how you meet the qualifications identified in the Position Description and Ideal Candidate Profile.
- A Professional Résumé, no longer than four pages in length, *specifically focused on this position*.

PLEASE DIRECT QUESTIONS TO:

Joseph Wahl, Manager
Employment & Development Unit
City of Portland
(503) 823-3517

All completed applications for this position must be in possession of the Bureau of Human Resources no later than 4:30 PM, Tuesday, December 6, 2011. PLEASE USE OUR ONLINE APPLICATION PROCESS AS WE ARE UNABLE TO ACCEPT FAXED OR E-MAILED APPLICATIONS

NOTE: If you are requesting Veteran's Preference, submit a copy of your DD214 / DD215 and / or Veteran's Administration Letter Stating your disability. If you are applying online, attach a copy of your DD214/DD215 and / or Veteran's Administration Letter Stating your disability to your profile. *Veteran's Preference documentation must be received by 4:30 PM of the closing date of this recruitment.*

Non-citizen applicants must be authorized to work in the United States at time of application.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual with a disability under the Americans With Disabilities Act of 1990 and will be requesting accommodation, the requests must be made to the Analyst(s) named below or to the Human Resources Bureau Receptionist **No Later Than the Closing Date of This Announcement.**

DIRECTOR, OFFICE OF EQUITY AND HUMAN RIGHTS - 30001758

*The City of Portland is an Equal Opportunity Employer.
Minorities, females, and persons with disabilities are encouraged to apply.*