
Announcing an internal and general recruitment for

Diversity program manager



 Metro | *Making a great place*

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Metro serves a diverse population of 1.5 million people in 25 cities within Multnomah, Clackamas and Washington counties.

Mission

We inspire, engage, teach and invite people to preserve and enhance the quality of life and the environment for current and future generations.

About Metro

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy, and sustainable transportation and living choices for people and businesses in the region. Voters have asked Metro to help with the challenges and opportunities that affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to providing services, operating venues and making decisions about how the region grows. Metro works with communities to support a resilient economy, keep nature close by and respond to a changing climate. Together, we're making a great place, now and for generations to come.

Metro Council President

Tom Hughes

Metro Councilors

Shirley Craddick, District 1
Carlotta Collette, District 2
Carl Hosticka, District 3
Kathryn Harrington, District 4
Rex Burkholder, District 5
Barbara Roberts, District 6

Auditor

Suzanne Flynn

Employment opportunity

Diversity program manager

As a regional government, Metro crosses city limits and county lines to work with communities to create a vibrant and sustainable region for all.

Position description

Metro is looking for a highly motivated and energetic person to play a key role in leveraging the organization's internal resources to address and improve diversity and with outreach efforts in programs offered by Metro. This person will engage all levels of the organization and external stakeholders in the effort to coordinate, lead and actively promote Metro's commitment to diversity and implement related programs and action plans.

Under general direction, coordinates the development, implementation, evaluation and enhancement of Metro's diversity plan; facilitates meetings of the diversity action team; plans, organizes, coordinates and provides support for diversity programs and activities both inside and outside the agency; coordinates and leverages resources for Metro's outreach efforts; and consults with managers and employees on diversity and equity programs activities and issues. This person will report to the Human Resources Director.

Values

Public service

We are here to serve the public with the highest level of integrity.

Excellence

We aspire to achieve exceptional results.

Teamwork

We engage others in ways that foster respect and trust.

Respect

We encourage and appreciate diversity in people and ideas.

Innovation

We take pride in coming up with innovative solutions.

Sustainability

We are leaders in demonstrating resource use and protection.



Essential duties

- Under general direction, the Diversity Program Manager is responsible for the development, implementation and communication of diversity programs in support of Metro's values and goals.
- Develops, recommends and implements Metro's diversity programs; fosters strategic plans that sustain the ongoing development and benefit of diversity within the agency and diversity and equity in programs delivered by the agency.
- Develops and proposes personnel and procurement policies and procedures related to diversity, and affirmative action.
- Serves as an internal consultant to facilitate the development and ongoing enhancement of a strategic approach to cultivating diversity in the organization, including further refinement and implementation of the Diversity Action Plan.
- Promotes diversity and cultural awareness by assisting departments in identifying their needs, developing action plans, implementing, monitoring and leveraging internal and external communications, gaining acceptance and ownership, and celebrating successes.
- Works with other members of the Human Resources team and hiring managers on effective approaches to identifying diverse talent and establishing an effective recruitment and selection process that ensures equal opportunity and focuses on attracting and retaining a diverse workforce.
- Works with respective stakeholders to actively conduct outreach to underserved communities; establishes protocols to improve representation and build relationships.
- Works with staff to leverage resources for outreach efforts in the areas of procurement, communications, and recruitment to foster and improve outreach efforts and services; focus on improving the number of contracts and partnerships with Minority/Women/Emerging Small Business (MWESB), Sheltered Market and Disadvantaged Business Enterprise (DBE).
- Works with citizen advisory committees and respective stakeholders to increase representation of underserved populations and improve participation of existing committee membership.

Knowledge, skills and abilities

Knowledge of:

- principles and practices of program development related to workforce diversity and equal employment concerns and activities.
- human resources principles and practices especially as applied to the management and integration of diversity principles, with special emphasis on Equal Employment Opportunities and Affirmative Action laws and requirements.
- principles and practices of group facilitation and training.
- cultural assessments and employee survey methodology.
- current issues regarding equity and environmental justice.

Ability to:

- communicate effectively while working with various audiences and facilitating dialogue around sensitive subjects.
- build strong relationships with all levels of the organization and external stakeholders.
- design, plan and coordinate the implementation of comprehensive and effective organizational diversity programs.
- communicate effectively by written, spoken and electronic means with staff and the general public.
- exercise sound independent judgment within general policy guidelines.
- work independently and as a member of a team.



Essential duties continued

- Establishes strategies and programs that focus on inclusion and are aimed at long-term retention of diverse staff members.
- Assists and advises the Senior Leadership Team and other members of the organization on diversity program priorities and issues.
- Responds to highly sensitive employee concerns related to workplace diversity issues; provides mediation, coaching and mentoring to improve communication and address areas for improvement.
- Works with other Human Resources staff to coordinate organizational initiatives and to implement programs, workshops and training regarding diversity and cultural competencies, aimed at improving organizational culture.
- Represents Metro at local and regional diversity program functions along with other staff and provides guidance on how to best coordinate efforts and utilize resources throughout the agency to create effective outreach efforts.
- Assists internal stakeholders in problem solving operational challenges related to diversity and cultural competency by sharing information and resources and actively partnering to provide solutions.
- Establishes and maintains external relationships with key groups and individuals within the community to ensure appropriate community input into organizational diversity and cultural competency initiatives.
- Responsible for metrics and agency scorecard related to diversity program area; assists Metro with meeting its Affirmative Action goals and First Opportunity Target Area (FOTA) commitments and assists departments in developing and reporting on equity-related benefits and burdens of Metro programs.

An Equal Opportunity/Affirmative Action Employer

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Minimum qualifications

A Bachelor's degree in a field related to assigned responsibilities or professional certification and five years of directly related and progressively responsible experience or any combination of experience and education that demonstrates the applicant has the desired skills, knowledge and ability to perform the job. Applicants with experience implementing diversity initiatives and programs are preferred.

Salary

\$66,305 - \$92,188 annually
Starting pay is typically within the first quartile.

Application procedure

In addition to the electronic application, please include a resume and cover letter stating your experience and how it relates to this position and why you are interested in this position .

Deadline

5 p.m. Nov. 15, 2011

For more information on how to apply visit www.oregonmetro.gov/jobs