

Civil Rights Officer



CITY OF AUSTIN, TEXAS





UNIQUE OPPORTUNITY

The City of Austin is seeking a highly qualified individual to fill the Civil Rights Officer position, which reports to the Deputy City Manager.

The Civil Rights Officer will have several exciting challenges to address and areas of opportunity in which to excel. Among these is the need to develop and monitor a clear vision of the Office, advance the City's non-discrimination efforts, and promote outreach, education, and awareness events for both businesses and community stakeholders. The successful candidate will be instrumental in driving the department's programs for establishing goals, policies, and best practices that address racial equity, social equity, and inclusion for City of Austin residents.

ABOUT AUSTIN

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger, 2010), the "Top Creative Center" in the US (Entrepreneur.com, 2010), #1 on the Best Place to Live in the U.S. and #4 on the Best Places to Retire (U.S. News & World Report, 2019), and ranked in the top ten on Forbes list of America's Best Employers for 2017.

Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated, where community needs and values are recognized, where leadership comes from its community members, and where the necessities of life are affordable and accessible to all.

Austin is a player on the international scene with such events as SXSW, Austin City Limits, Urban Music Fest, Austin Film Festival, Formula 1, and home to companies such as Apple, Samsung, Dell, and Ascension Seton Health. From the home of state government and the University of Texas, to the Live Music Capital of the World and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability.

The City offers a wide range of events, from music concerts, food festivals, and sports competitions to museum displays, exhibits, and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers, and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the City's many trails or swimming at Barton Springs or one of the area's many other swimming holes. There are several excellent golf courses in the area, as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.



AUSTIN CITY GOVERNMENT

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the Council-Manager form of government. Austin's mayor is elected from the city at large, and ten council members are elected from single-member districts. Terms of the mayor and council members are four years, and terms are staggered so that a general election is held every two years, with half the council being elected at each election. Term limits for the mayor and council members provide for two consecutive four-year terms. The City Council is responsible for appointment of the City Manager, who is the Chief Administrative and Executive Officer of the City, City Clerk, City Auditor, Municipal Court Judges, and the Municipal Court Clerk.

To learn more about the dynamic City of Austin, visit austintexas.gov.

CITY OF AUSTIN STRATEGIC DIRECTION 2023

The City Council adopted six Strategic Outcomes and Indicators in 2018 as part of its Strategic Direction 2023 (SD23) to guide the City in improving quality of life and civic participation in the Austin Community over the next three to five years. The Civil Rights Officer reports to the Deputy City Manager, who reports to the City Manager. The Civil Rights Officer will be responsible for supporting department programs and initiatives as it relates to all six of the Strategic Outcomes in SD23. For more information, visit [Austin Strategic Direction 2023](#).

CIVIL RIGHTS OFFICE

Approved by City Council in August 2020, the Civil Rights Office is a newly formed office within the City of Austin Management Services Department.

The Office will be a centralized entity, designed to create synergy and enhance public engagement opportunities. The Civil Rights Office will enforce City ordinance and federal statutes prohibiting discrimination in employment, housing, and public accommodations. The office will also provide education and outreach to the community and feedback and recommendations to City Management involving new and expanded initiatives and programs Citywide.

The Civil Rights Office will partner with the City Manager's Office, Law Department, Mayor and City Council, Department heads, and external stakeholders to establish goals, policies, and best practices that address racial equity, social equity, and inclusion for Austin residents. This Office is also responsible for providing leadership to the Human Rights Commission and the Veterans Commission.

The Civil Rights Office will add value by serving the City on a wide range of human rights issues, with a strong focus on diversity, equity, and inclusion programs.



THE POSITION

Reporting to the Deputy City Manager under general direction, this position will enforce Federal, State, and local law prohibiting discrimination in employment, housing, and public accommodation and conduct investigations of complaints; and educate and engage with Austin residents about their rights to help prevent and reduce discrimination.

DUTIES, FUNCTIONS, and RESPONSIBILITIES:

1. Directs and manages the Civil Rights function for the City of Austin, including developing and monitoring a clear vision for the Office and promoting improvement and change, and conducting complaint investigations.
2. Advances the City's non-discrimination efforts by prioritizing and implementing initiatives with internal and business and community external stakeholders throughout the City to strategically identify core priorities for programmatic development and process improvement.
3. Creates, implements, and promotes outreach, education, and awareness events for both businesses and community stakeholders. Represents the City and the Office in public speaking engagements and at events.
4. Works with the City Manager's Office, Law Department, the Mayor and City Council, Department heads, and external stakeholders to establish goals, policies, and best practices that address racial equity, social equity, and inclusion for City of Austin residents.
5. Provides executive support to City Boards and Commissions, including the Human Rights Commission and the Commission on Veterans Affairs.
6. Develops comprehensive metrics and performance measures to track, evaluate, and report on the effectiveness of initiatives, and recommends changes to improve outcomes.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal.





QUALIFICATIONS

The following are the minimum qualifications required for the Civil Rights Officer:

- **Education:** Graduation with a Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, political science, or a field related to the job.
- **Experience:** Seven (7) years of direct work experience providing professional guidance on civil rights laws, investigative procedures, legal compliance, and contract administration, including three (3) years of which were in a managerial capacity.

IDEAL CANDIDATE

The ideal candidate should possess excellent interpersonal skills with a strong ability to apply a social, racial, and equity lens in order to establish relationships with City staff and the community. Prior supervisory experience in a large, robust city/organization is highly preferred. Advanced written and verbal communication skills are imperative for this position.

The following core competencies are important for this role:

- **Exceptional Leadership** – A cohesive leader with the ability to build quality interpersonal relationships throughout the City with diverse communities and populations.
- **Communicates Effectively with an Equity Mindset**—Ability to manage diversity, understand inclusion, and work with diverse communities and populations to build constructive and effective relationships, and convey and receive information.
- **Thinks Critically and Strategically** – Enables others to better understand and implement the vision and strategy, while being the aligned forward thinker and has the ability to formulate and communicate sound business strategy and implement in a clear and concise manner.
- **Customer Focused** - Strives to deliver high-quality results and superior service that exceeds expectations while remaining mindful of the needs and perspectives of both our internal and external stakeholders.
- **Community Collaborator** – Has experience in presenting complex financial information strategies to internal and external stakeholders on projects and programs that may include public outreach, City Council updates, and program implementation.
- **Equity Lens** - Ability to use an equity lens and framework to create inclusive, diverse, and safe workspaces and programs.

COMPENSATION AND BENEFITS

The salary range is \$139,000 - \$149,000. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan. Visit austintexas.gov/departments/active-employee-benefits to learn more about the City's employee benefits. Reasonable relocation benefits will be provided to the successful candidate.



APPLICATION AND SELECTION PROCEDURE

To ensure consideration, candidates should apply by **October 5, 2020**. To apply, candidates must submit an application, a comprehensive resume, and cover letter online via the City of Austin jobs website at [Click Here to be directed to the online posting](#). Interested candidates should apply early in the process for optimum consideration.

For more information on this position, candidates may contact:

Thomas Birdwell

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512-974-3551

Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance, please contact 512-974-3210 or Relay Texas 7-1-1.

