

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full-time career position:*

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**JOB CLASSIFICATION:** Deputy Director for Diversity, Equity and Inclusion and Training-Human Resources

**SALARY RANGE:** Management Grade O Pay Range: \$74,603-\$100,930

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES**

- Provide strategic leadership in the areas of diversity, inclusion and equity.
- Conduct research and provide the strategic framework through which recommendations on diversity and inclusion issues can be developed.
- Implement, monitor progress, and recommend adjustments relating to the Strategic Plan for Diversity and Inclusion.
- Mitigate diversity-based disputes and accusations of discrimination against the City or other employees. Conducts annual training and development needs assessment and develops appropriate programs.
- Ensure compliance with Federal, State and local requirements on diversity and equity.
- Perform specialized functions related to administration of the City's Workforce Diversity Plan, provide statistical reports.
- Train and coach managers, supervisors and others involved in employee development efforts.
- Conducts annual training and development needs assessment and develops appropriate programs.
- Develops and maintains organizational communications such as intranet bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
- Conducts follow-up studies of all completed training to evaluate and measure results.
- Modifies programs as needed.

**MARGINAL FUNCTIONS:**

- Advising, public speaking.
- Work hours may extend to evening and/or weekend duties.
- Assume responsibility for other projects as assigned by the City Administrator or Council.
- Perform other related duties as assigned.

**JOB REQUIREMENTS– AS DETERMINED BY THE CITY OF SOUTHFIELD**

- Bachelor's degree or equivalent in Diversity & Inclusion, Organizational Psychology, Human Resource Management, Training & Development, or closely related field.
- Five (5) years of progressively responsible professional experience that demonstrates proficiency at the management and policy-making levels of a corporate or public organization responsible for implementing and/or supervising a complex range of programs and activities.
- Three (3) years of experience in project management; possess proven skills in implementing complex programs, supervising personnel who assist with programs, and developing and handling a program/training budget.
- Five (5) years of relevant experience.
- Expected to be versatile, functioning with skills in areas such as human resources, administration and management; Commitment to diversity and a strong interest in planning multicultural programming.
- Capacity to work with others in a high-functioning, collaborative, and innovative setting. Must be proactive, and have a positive public service attitude.
- Must have ability to establish and maintain effective working relationships with employees, management, residents, and external organizations.
- Must have outstanding interpersonal skills which include collaboration, resilience, flexibility, resourcefulness, diplomacy, confidence, patience, high energy, enthusiasm and professionalism.
- Demonstrated problem-solving, analytical, organizational, and leadership skills; Ability to assess difficulties and - provide resolution options; Ability to work under pressure of deadlines and changing priorities with a sense of urgency.
- Must have ability to effectively communicate both orally and in writing; effective presentation and interviewing skills.
- Advanced PC experience, involving demonstrated proficiency in database, spreadsheet and word processing applications. Strong work ethic and high level of integrity, tactful and discreet.

The selection process will include a review of the applicant's experience, criminal history check, and an oral board interview. Each step of the selection process must be passed before the applicant will be considered for advancement to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

**APPLY AT:** City of Southfield, Human Resources Department,  
26000 Evergreen Road, Southfield, MI 48076

**A Completed City of Southfield application packet is required to be considered for this position.**

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)  
Completed applications can be emailed to: [sfldjobs@cityofsouthfield.com](mailto:sfldjobs@cityofsouthfield.com)

**This is a "continuous" recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.**

**This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.**

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

**MC Dated:** July 16, 2021



**Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.**