



CITY OF TACOMA
invites applications for the position of:
Chief Equity Officer

An Equal Opportunity Employer

SALARY

Hourly
\$69.20 - \$88.73

Annually
\$143,936.00 - \$184,558.40

OPENING DATE: 11/13/20**CLOSING DATE:** 12/07/20 05:00 PM**POSITION**
DESCRIPTION:

The City of Tacoma is seeking an experienced and passionate leader to serve as its next Chief Equity Officer. As a key member of the City's Executive Leadership Team, this highly visible position leads the development and implementation of proactive diversity, equity, and inclusion strategies, education, policies and programs while working closely and collaboratively with other departments within the City and the Tacoma community. The next Chief Equity Officer's first priority will be to join the City Council, Mayor, City Manager, and other City executives in leading [Transforming Tacoma](#) - a City initiative and commitment to engage in comprehensive change to meet the anti-racist goals and outcomes outlined in City Council Resolution 40622.

The successful candidate will lead the team in the Office of Equity and Human Rights to execute on the City's Equity and Empowerment Framework by developing and implementing programs, policies, strategies, and education focused on eliminating disparities, building community capacity, and creating an organizational culture that will guide the City toward equitable outcomes in policies, programs, practices and delivery of services to community.

The officer's collaboration and coordination with others will be crucial to sustaining progress, eliminating structural and systemic barriers for marginalized communities and cultivating an environment for organizational change.

ESSENTIAL DUTIES:

- Manages the day-to-day operations of the Office of Equity and Human Rights, including supervision, development and evaluation

- of staff; effective deployment of resources; budget development and planning; and allocation and prioritization of work assignments
- Designs and guides the strategic direction, goals and priorities for the Office of Equity and Human Rights
- Provides expert technical guidance and education to City leadership and elected officials on equity and social justice issues, development of policies, and analysis of proposed legislation and regulations
- Collaborates with City of Tacoma businesses and organizations to ensure compliance with anti-discrimination laws and policies at the City, State and Federal level
- Develops and implements programs designed to address community, human and social needs of the City through studies, collaboration and cooperation with public and private sector organizations
- Develops contractual relationships with public and private sector organizations to obtain funding for assistance in carrying out human rights and human services activities
- Provides support and direction to the Human Rights Commission, the Human Services Commission, the Commission on Disabilities and other relevant groups

City of Tacoma Commitment to Diversity and Inclusion

Tacoma's diversity is its greatest asset in June 2020, the Tacoma City Council passed [Resolution 40622](#). This resolution formally acknowledges that the City of Tacoma's existing systems have not adequately served the needs of everyone in our community and, in particular, have not adequately served the needs of Black community members and other community members of color. Tacoma embraces its multi-cultural and multi-ethnic character. Communities of color and immigrant communities are fundamental to Tacoma's entrepreneurial spirit, workforce, and long-term success. In Tacoma, equity and empowerment are top priorities, meaning that all Tacoma residents must have equitable opportunities to reach their full potential and share in the benefits of community progress.

One of our goals is for the City of Tacoma workforce to reflect the community it serves. We actively work to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work, and play.

The City of Tacoma is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state, and local laws.

QUALIFICATIONS:

An equivalent combination to: graduation from an accredited four-year college or university with a Bachelor's degree and a minimum of seven (7) years of progressively-responsible leadership experience with a preferred focus area of human rights; diversity, equity, and inclusion; equal employment opportunity, human resources or related field. Two years of the related experience must be in a supervisory role.

KNOWLEDGE &

SKILLS:

The successful candidate will possess the following competencies:

Strategic Mindset: Seeing ahead to future possibilities and translating them into breakthrough strategies.

Plans and Aligns: Planning and prioritizing work to meet commitments aligned with organizational goals.

Collaborates: Building partnerships and working collaboratively with others to meet shared objectives.

Manages Conflict: Handling conflict situations effectively, with a minimum of noise.

Builds Networks: Effectively building formal and informal relationship networks inside and outside the organization.

Values Differences: Recognizing the value that different perspectives and cultures bring to an organization.

Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Courage: Stepping up to address difficult issues, saying what needs to be said.

Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity.

**SELECTION
PROCESS &
SUPPLEMENTAL
INFORMATION:**

About the Office of Equity and Human Rights

A division of the City Manager's Office, the Office of Equity and Human Rights was established in 2014 to make equity a consistent guiding principle across the entire organization and to advance efforts in the five key goals in the City's Equity and Empowerment Framework:

1. The City of Tacoma Workforce reflects the Community it Serves
2. Purposeful Community Outreach and Engagement
3. Equitable Service Delivery to Residents and Visitors
4. Support Human Rights and Opportunities for Everyone to Achieve their Full Potential
5. Commitment to Equity in Policy Decision Making

The Office of Equity and Human Rights includes community-focused programs focused on human rights, equal employment opportunity, fair housing, and immigrant and refugee affairs in addition to the policies, programs, and initiatives it leads for City of Tacoma employees.

For more information about the Office of Equity and Human Rights, please visit: <https://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=115422>

The Community

The City of Tacoma, population 217,000, is the third largest city in Washington and county seat of Pierce County. It enjoys 33 miles of waterfront on Puget Sound. A diverse, progressive international gateway to the Pacific Rim, the community is the historic and current home of the

Puyallup Tribe of Indians, and boasts a Mediterranean climate with fewer than four days of snow per year, no tornados or hurricanes, and summer high temperatures rarely exceeding 85 degrees. Tacomans keep more of their paychecks, because neither the City nor State charges personal income tax.

Major industry sectors include defense, trade, healthcare, finance and insurance, and government. Joint Base Lewis McChord, the fourth largest military installation in the United States, sits immediately outside Tacoma and the community is home to the Port of Tacoma. Major public investments to the city's urban downtown include the development of an award-winning museum district, the University of Washington Tacoma, Tacoma Link light rail and redevelopment of a former superfund site to mixed use on downtown's Thea Foss Waterway. These public investments have ignited significant revitalization and private capital investment in office, housing and retail development. Two headquarters announcements for downtown were made this year. Tacoma is 24 miles from Seattle-Tacoma International Airport.

Eight universities, colleges and technical colleges offer opportunities from trade certificates to Ph.D. programs. University of Washington Tacoma is an urban-serving university highly regarded for its many external partnerships with private industry and the City government. The Tacoma Public Schools, with an 89-percent graduation rate, exceeding the state and the nation, includes an Innovative High School program open to students interested in Science, Engineering, Art and Math. An excellent public school system is complimented by diverse and prestigious private schools K-12, including many faith-based opportunities from pre-K to graduation.

Recreation is prized. Parks are abundant and managed by the award-winning MetroParks Tacoma. Point Defiance Park, the second largest urban park in the nation, houses a zoo and aquarium, the historic Fort Nisqually, Owens Beach, Japanese and rose gardens, as well as wildlife and hiking trails. Included in a broad portfolio, MetroParks also manages Wright Park - Tacoma's answer to New York's Central Park - 20 acres in downtown featuring the historic WW Seymour Conservatory, basketball courts, a lawn bowling green and walking paths, as well as play and spray grounds for toddlers and young children.

Diverse neighborhoods and housing options provide value in the fast-growing Seattle-Tacoma Metropolitan area. Housing options include downtown and waterfront condominiums and apartments, historic mansions, craftsman bungalows in walkable urban neighborhoods and suburban view homes. A rich array of independent shops mingles with well-known chains such as Apple, Nordstrom, Safeway, Target, Walmart and Costco. Restaurants, brewpubs, clubs and coffee shops of many kinds abound. Tacoma is served by the most comprehensive multi-modal transit hub in the Puget Sound at Tacoma Dome Station featuring heavy commuter rail, Amtrak, light rail, national, regional and local bus service. Washington State Ferries serves Tacoma through its dock at Point Defiance Park.

To see a few of the great things Tacoma has to offer, view this [YouTube Video!](#)

Application Process

To be considered for this challenging and rewarding career opportunity, please **apply online and attach a detailed resume, cover letter and contact information for five professional references.**

Application materials must be received no later than **December 7, 2020**.

Questions about the position may be directed to:

Jessica Madrigal
Human Resources Analyst
City of Tacoma
Jmadrigal@cityoftacoma.org
253-591-5344

Initial interviews are anticipated to take place during the week of **January 5, 2021** with final interviews tentatively scheduled during the week of **January 25, 2021**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityoftacoma.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

Human Resources Department

747 Market Street

Tacoma, WA 98402-3764

253-591-5400

Job #0753-20
CHIEF EQUITY OFFICER
JM

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