

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Equity Division Manager

Work Phone: 266-4910

5. Department, Division & Section:

Department of Civil Rights

6. Work Address:

210 Martin Luther King Jr. Blvd. #523

7. Hours/Week: 38.75

Start time: 8:00am      End time: 4:30pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

The Equity Coordinator reports to the Equity Division Manager. This position helps to support the implementation of best practices for internal City of Madison operations, and take the primary lead on Community Engagement practices and achieving equity in the community.

11. Position Summary:

This is highly responsible professional, policy, and strategy work in the planning, development and implementation of the Racial Equity and Social Justice Initiative and the Neighborhood Resource Teams. This work is characterized by a high degree of self-direction, knowledge, judgment, and initiative in coordinating and overseeing a comprehensive civil rights and equity programs in accordance with all applicable state and federal laws, City ordinances, and professional standards. Under the general supervision of the Equity Division Manager, the incumbent serves as a lead coordinator of the City's Racial Equity and Social Justice Initiative and Neighborhood Resources Teams, and participates in

formulation and administration of equity and civil rights policies and in the implementation of equity and civil rights issues.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 55% B. Develop and implement City of Madison community engagement standards and deliver on our goal of Equity in the Community
1. Establish relationships with community groups and leaders.
  2. Serve as lead coordinator of the Neighborhood Resource Teams.
  3. Use proven and innovative methodologies to engage the community in development of plans and actions to address racial and place-based disparities. Support all agencies to in conduction of culturally competent, people centered community engagement via technical assistance.
  4. Identify strategies for racial equity and social justice analysis for historically disenfranchised residents.
  5. Establish and build relationships with a broad set of stakeholders, within the City and including nonprofit, private, and public sector organizations working toward elimination of racial and place-based disparities
  6. Represent the City and the RESJI program in the Madison community.
- 35% A. Coordinate teams, policy, and procedures needed to implement the City of Madison Racial Equity and Social Justice Initiative and Neighborhood Resource Teams
1. Assist the Equity and Social Justice Manager in examining city's historical policies, procedures and programs to ensure alignment with Racial Equity and Social Justice Goals.
  2. Coordinate the work plans and activities of the Racial Equity and Social Justice Initiative (RESJI), including but not limited to the Strategy Team, Core Team, and Action Teams, to implement the mission of (RESJI).
  3. Integrate the operations of the Neighborhood Resource Teams (NRTS) and the operations of RESJI.
  4. Support the use of racial equity tools across all departments and divisions and develop recommendations for the use of additional equity impact assessments, city and departmental work plans, and city and departmental organizational structures related to equity.
  5. Conduct and/or coordinate training for City staff about racial equity, RESJI, NRTs and associated tools, racism, micro-aggressions, implicit bias, and other topics as needed.
  6. Assist agencies across the city in forming Department Equity Teams to further embed the work of the initiative into city operations. This may include coordination with Civil Rights Coordinators and staff assigned to Neighborhood Resource Teams.
- 10% C. Other duties as assigned.

13. Primary knowledge, skills and abilities required:

Thorough knowledge of social justice theory, implicit bias, discrimination, harassment, historical sources of disparities, as well as individual, institutional, and structural racism and oppression. Thorough knowledge of community engagement principles and practices. Working knowledge of group dynamics and related facilitation skills. Working knowledge of relevant public administration principles. Working knowledge of policy development and implementation. Working knowledge of the theories, laws, principles, and practices of racial equity and social justice. Ability to conduct complex equity analysis, to develop work plans, and actively participate in program implementation. Ability to facilitate process development and consensus building. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of social justice training and capacity building. Ability to provide strong leadership skills. Ability to coordinate multiple activities, communications, and projects while maintaining strategic focus. Ability to work effectively as a part of a diverse, multidisciplinary team and maintain harmonious relationships. Ability to develop and maintain cooperative and effective working relationships with a variety of individuals, groups, and organizations. Ability to create and deliver effective trainings and presentations on difficult topics. Ability to understand and report on data. Ability to communicate effectively both orally and in writing. Ability to

prioritize and organize work. Ability to attend meetings outside of work hours, including evening and weekends. Ability to maintain adequate attendance. Ability to manage internal and external expectations.

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14. Special tools and equipment required:

None.

15. Required licenses and/or registration:

None.

16. Physical requirements:

Sitting at desk, attending meetings, giving presentations.

17. Supervision received (level and type):

General.

18. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

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EMPLOYEE

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DATE

20. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

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SUPERVISOR

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DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting [cityofmadison.com/employee/policies-procedures/position-descriptions](http://cityofmadison.com/employee/policies-procedures/position-descriptions).