

THE AWARD-WINNING

City of

GAINESVILLE, FLORIDA

*invites your interest in the
position of*

EQUAL OPPORTUNITY DIRECTOR

Being a Charter Officer and reporting directly to the Mayor and City Commissioners, this is truly a unique opportunity to provide leadership and policy guidance to the City Commission in areas relating to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE) program, Affirmative Action (AA), Small Business Enterprise (SBE), Disability programs and Diversity initiatives.

The City Commission is seeking an aggressive, highly responsible and forward thinking Director with a demonstrated record of a pro-active commitment to diversity. An Equal Opportunity Director who is visible and active in the community will be valued, as will one who ensures that citizens' varied opinions and input are heard and respected. The successful candidate will be an individual who is known for being accessible and responsive to the needs of internal and external stakeholders. The ideal candidate will demonstrate the ability to communicate with a broad variety of audiences in an effective and positive manner. Gainesville's next Equal Opportunity Director will be an individual who demonstrates the highest level of integrity, marked by honesty and fairness. The ideal candidate will garner credibility and respect among the Mayor and Commission, City staff and committees, the business community, academic community and the general public. The new Director must also demonstrate an understanding of a diverse community, the value of organizational diversity, and a balanced strategy for minority inclusion.

GAINESVILLE, THE COMMUNITY

Home to over 126,000 residents, Gainesville is approximately 60 miles southwest of Jacksonville and is located less than a 1.5 hour drive from the beaches of the Atlantic Ocean or the Gulf of Mexico. Major attractions such as Disney World, Universal Studios, Sea World, and Busch Gardens are within a two-hour drive.

Gainesville is the largest city and county seat of Alachua County serving as the cultural, educational and commercial center for the north central Florida region. Gainesville is home to the University of Florida, Florida's largest and oldest university, and Santa Fe College, ranked #1 in the Nation is a provider of excellent professional and vocational education. Gainesville has one of the largest medical communities in the Southeastern United States. In addition to Florida Gators' athletics, the city offers 13 museums and galleries and a thriving downtown.

The City of Gainesville is not just a great place to work, but also an amazing place to live. From sports to the arts to outdoor recreation, Gainesville has something for everyone. We are also known for our preservation of historic buildings and the beauty of our natural surroundings. Numerous parks, museums and lakes provide entertainment for both residents and visitors. Because of our beautiful landscape and urban "forest," Gainesville is one of the most attractive cities in Florida.

Some of the awards and recognitions Gainesville and its community received in recent years include:

- Gainesville ranks no. 5 on Movoto.com's list of Top 10 Best Places to Live in Florida, May 2014; and 35 on Livability.com's Top 100 Best Places to Live, Jan. 2014.
- Gainesville ranks 3rd "Best" on Forbes' list of 10 Best and Worst Cities for Work-Life Balance, Aug. 2014.
- NerdWallet.com ranked Gainesville no. 1 on their Top 10 Cities on the Rise, Aug. 2013; Gainesville is no. 2 on their list of America's Fastest Growing Cities, June 2013; and listed Gainesville no. 6 of 10 Cities with the Fastest Growing Incomes in America, Oct. 2013.
- Gainesville ranked no. 23 on The Daily Beast's list of America's Greenest Cities 2012, April 2012.
- Gainesville ranked no. 83 nationally on Forbes' list of The Best Places for Business and Careers, 2014, and was recognized on Forbes' list of 25 Best Places to Retire in 2013.
- Livability.com's ranks Gainesville at no. 34 on Top 100 Best Places to Live, Oct. 2013, and no. 3 on Top 10 College Towns 2013, Aug. 2013.
- Gainesville ranked no. 19 in nation (no. 1 in Florida) in best commute times in "American Community Survey," a report issued by the U.S. Census Bureau, Jan. 2012.
- Gainesville listed on Kiplinger's list of 10 Great College Towns to Retire to, July 2014.

THE GOVERNMENT

The City of Gainesville operates under a Commission-Manager form of government. The City Commission consists of the Mayor and six (6) Commissioners. Among other powers, the Commission has the power to appoint and remove the six (6) Charter Officers, including the Equal Opportunity Director. The Equal Opportunity Office has a FY 2014-2015 operating budget of \$669,000 with the Director and five (5) support staff.

THE EQUAL OPPORTUNITY DIRECTOR POSITION AND REQUIREMENTS

The new Director should have a Bachelor's degree with five years experience in the EEO, AA, MBE, SBE, Diversity field, including two years in a supervisory or management position preferably in the public sector; an advanced degree is preferred and a law background and college environment experience are desirable. The City Commission will consider an equivalent combination of related training or experience, which provide the required knowledge, skills, and abilities.

As provided in Sec. 3.08 of the City Charter, the Equal Opportunity Director shall:

- Investigate complaints of discrimination, harassment, retaliation, and other related matters, and propose remedial action, as prescribed by the City's human relations and equal opportunity ordinances.
- Make reports, including an annual report, to the charter officers and the Commission, as appropriate, as to the activities of the year and the need, if any, to revise the City's human relations and equal opportunity ordinances, policies, and programs pertaining to, but not limited to, equal opportunity, affirmative action, local minority business and local small business enterprise procurement program, fair housing, unlawful harassment, and accessibility to the City's programs, services, and activities.
- Propose policies for the implementation of comprehensive equal opportunity and diversity programs and adherence to equal opportunity laws, policies, procedures, and related matters.
- Develop, prepare, and monitor the City's affirmative action plan.
- Develop training, conduct workshops, and propose strategies and initiatives related to diversity and equal opportunity and related matters in employment, purchasing, services, programs, and activities.
- Review all proposed changes to current or proposed new City employment policies, procedures, and guidelines, job descriptions, and purchasing policies, procedures, and guidelines for compliance with equal opportunity laws, policies, procedures, and guidelines, and related matters.
- Monitor all hires, transfers, demotions, promotions, and terminations for compliance with equal opportunity laws, policies, procedures, guidelines, and related matters.
- Develop instruments to monitor adherence to diversity and equal opportunity laws, policies, procedures, guidelines, and related matters for City services, programs, activities, employment, and purchasing.
- Participate in the assessment and review of the City's employment practices, including recruitment, appointment, and promotion, as they pertain to all employees and applicants at all levels of City employment.
- Compile various equal opportunity reports and related reports required of the City by state and federal agencies or that are necessary for compliance purposes.
- Supervise and coordinate the activities of assigned staff. This includes determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; taking personnel actions; conducting performance reviews; conducting departmental training and orientation; and recommending a budget to the City Commission.

Learn more by visiting the official site of the City of Gainesville:

www.cityofgainesville.org

THE IDEAL CANDIDATE'S PROFESSIONAL AND PERSONAL ATTRIBUTES

In evaluating applicants for this position the Mayor and Commission will be looking for the following professional and leadership attributes from the new Equal Opportunity Director:

- Makes sound judgments and exhibit composure and patience when dealing with stressful situations.
- Knowledge of all state, federal, and local laws that govern Equal Opportunity and Affirmative Action and the Florida Sunshine Law.
- He/she should demonstrate the ability to be bold, aggressive and not be intimidated.
- Management skills and training which would allow him/her to effectively and efficiently manage the programs and personnel of the Director's office.
- Demonstrated ability in developing solid research to support diversity recommendations.
- Able to inspire and motivate the Director's staff.
- He/she will be politically astute yet apolitical.
- Works with a sense of urgency in a positive and personable manner.
- Successful candidate will be sharp, confident, and concise.
- He/she will be assertive, vocal at Commission meetings, and not afraid to take a stand.
- He/she will be capable and comfortable in carrying a load of patience while dealing with the changing personalities of the Mayor and six Commissioners.
- Embraces continuous improvement philosophy and is a quick study on addressing barriers to change.
- Demonstrated ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all State, County, and City ethics and conflict of interest policies.
- Demonstrated ability to establish and maintain effective working relationships with the other Charter Officers, general public, co-workers and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.

RESIDENCY

The Mayor and Commission prefer the new Equal Opportunity Director live in the City limits of Gainesville; however, residency within the City limits is not a requirement.

COMPENSATION AND BENEFITS

While the starting salary is expected to be within a range of \$110,000 to \$130,000 annually, the City Commission is committed to a starting salary that will be market competitive, depending on the experience and qualifications of the selected individual. In addition, the City Commission expects to provide an excellent fringe benefit package to the successful candidate. Reasonable relocation expenses will also be provided to the successful candidate.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact

W. D. Higginbotham, Jr.
Senior Vice President,
The Mercer Group, Inc.
727-214-8673,

WDHiggin@mercergroupinc.com

**A letter of interest and resume should be sent
by the close of business, May 29, 2015 to:**

**W. D. Higginbotham, Jr.
Senior Vice President
The Mercer Group, Inc.
Seminole, FL 33777**

Email - WDHiggin@mercergroupinc.com

Resumes are subject to the provisions of Florida Public Records Statutes

The City of Gainesville, Florida, is an Equal Opportunity Employer. The City of Gainesville does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

The Mercer Group, Inc.