

# City of Aurora, Colorado

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## DIVERSITY, EQUITY, & INCLUSION OFFICER

The City of Aurora is looking for a progressive leader to continue the focus on creating a more equitable Aurora by enhancing equity, inclusion and cultural competence in our workplace and the provision of services to our residents.





## THE CITY

Situated on prairie grasslands, rolling hills and the Black Forest's northern tip, Aurora offers something for every lifestyle, from convenient urban living to master-planned communities. Aurora is a close-knit community with excellent services and amenities. With Buckley Air Force Base, the Anschutz Medical Campus, Fitzsimons Innovation Community, and other major employment centers, the city has thriving aerospace, defense, bioscience, health care, and distribution industries. Aurora is also a global community. People from around the world live, work and have businesses throughout Aurora, creating a culturally rich environment and one of the city's greatest assets.

Long known as the Gateway to the Rockies, this All-America City lies on the eastern edge of the Denver-Aurora metropolitan area. The city boasts spectacular views of the Front Range spanning from Pikes Peak to Longs Peak. And, if you need to travel locally or abroad, Aurora's proximity to three major highways, light and commuter rail lines, and Denver International Airport makes it not only accessible, but a short commute to the world.

More than 386,000 residents and 10,000 businesses choose to call Aurora home, making it the third largest city in Colorado and the 54th largest in the United States. The city covers 160 square miles and is located within three counties, Arapahoe, Adams, and Douglas, with 74 square miles of land inside city limits still undeveloped. Aurora's diversity as a majority-minority city, where no one ethnic group is the majority population, is reflected in its many ethnic and independent restaurants and thriving arts scene.

Aurora provides access to quality education, with five school districts and nine campuses of higher learning meeting the instructional needs of residents and those beyond the city limits. Aurora is the only place in Colorado where students can get a Doctor of Medicine degree.

Aurora's climate is mild and dry, offering residents and visitors ample opportunity to get outside, stay fit, and enjoy all that Colorado living has to offer. Aurora has five golf courses, two reservoirs, more than 97 parks, and over 4,000 acres of open space and trails. Situated at the foot of the Rocky Mountains, Aurora is a gateway to all Colorado has to offer.

## WHY WORK FOR AURORA?

- ◆ Make a difference in the lives of real people everyday
- ◆ Diverse Community
- ◆ Competitive total compensation package
- ◆ Well-Funded General Employees Retirement Plan
- ◆ Light rail stations minutes away
- ◆ On-site fitness center and wellness programs
- ◆ Internal educational programs to assist with career advancement
- ◆ Access to innovation workspaces and remote work opportunities

For further information, please visit the city's website at [www.auroragov.org](http://www.auroragov.org).

## GOVERNANCE

The City of Aurora is a full-service city governed by a council/manager form of government, which combines the political leadership of elected officials with the managerial expertise of an appointed local government manager. The Aurora City Council is comprised of the mayor and 10 city council members. Of those 10 members, six members represent one of the six wards that section the city. The remaining four members are elected at-large, like the mayor, to represent the city. The city of Aurora has 30 boards, commissions, committees, and authorities composed of citizen volunteers appointed by the Aurora City Council. The City Manager is appointed by and reports to the mayor and City Council.

It is an exciting time to work for the City of Aurora, we're growing and looking for dedicated and collaborative individuals to join our team of talented and valued employees. Excellent organizations have a set of principles, or core values, that are used to implement their mission and vision. Those values represent the touchstone for the organization, guiding the decisions of the individuals and the organization. At the City of Aurora, we demonstrate our excellence by modeling the CORE 4 Values.





## THE CORE 4

### Integrity ♦ Respect ♦ Professionalism ♦ Customer Service

"Aurora is built on a set of four core values that are used to carry out our mission and vision. As ambassadors, each and every [employee] respects these principles as the cornerstone of our city. We hold ourselves accountable to them, and we use them to guide the decisions we make."

To learn more go to:

[www.auroragov.org/city\\_hall/core\\_4\\_values](http://www.auroragov.org/city_hall/core_4_values)

## THE OFFICE OF DIVERSITY, EQUITY AND INCLUSION

The Office of Diversity, Equity and Inclusion was created in January 2020 to lead the city of Aurora in building, creating and maintaining a more equitable and inclusive city by systemically and strategically facilitating the integration of greater representation, fairness, belonging and care into our policies, procedures and practices. The office is focused on creating a more equitable Aurora by enhancing equity, inclusion and cultural competence in our workplace and the provision of services to our residents.

The Office of Diversity, Equity and Inclusion is strategically leading the organization through several interconnected initiatives. Steps include assessing where we are as an organization and as a community – what are the perceptions vs. the reality; a review of current challenges; inclusive leadership, unconscious bias, explicit and implicit bias and micro-aggression training for upper management, managers and supervisors; attracting, retaining and advancing top talent from diverse backgrounds; and developing a Equity Plan for the city that will examine city services and procedures through an equity lens.

A diversity and equity core team of leaders was formed in the city called "Equity Champions"; that are committed to equitable

systemic change by designing, coordinating, and organizing racial equity plans and activities across the city of Aurora. Their role is to advocate for diversity and equity, and model organizational values; represent departments at leadership meetings and communicate back to departments; provide leadership, facilitation and coaching to internal department teams; and coordinate, track and report department racial equity plans, successes, and improvements.

Two impactful resolutions were passed by the Aurora City Council to affirm the city's commitment to diversity, equity and inclusion. On May 5, 2020 a resolution was passed "Condemning Hate Crime Acts and Anti-Asian Sentiments Against Asian Americans, Immigrants, and Refugees as Related to the COVID-19 Pandemic". Another resolution was passed on December 21, 2020, "Affirming Aurora's Commitment to Valuing Diversity, Equity and Inclusion". The Aurora City Council also strives to celebrate the community's diversity by recognizing special events, people and groups who have positively impacted the city of Aurora. To accomplish this, the city issues a wide range of proclamations aimed at promoting diversity, equity, and inclusion. For example, the city has issued proclamations celebrating Dr. Martin Luther King Jr., Hispanic Heritage Month, Yom Kippur, Women's History Month, among others.

## POSITION OVERVIEW

The Diversity, Equity and Inclusion (DEI) Officer will lead the City of Aurora's efforts in the development and delivery of city-wide diversity strategies, programs, initiatives, and services that enhance equity, inclusion, and cultural competence in the workplace and in the provision of customer service to citizens. The Officer acts as spokesperson for the City of Aurora's commitment to diversity and serves as the city's community expert on DEI.

### Key Areas of Responsibility:

- ♦ Lead strategic, innovative initiatives that institutionalize diversity, equity, and inclusion throughout all aspects of organizational operations; establishes and monitors an organizational equity platform that ensures city of Aurora policies, procedures and practices use equity principles in all efforts.
- ♦ Collaborate with departmental leadership to develop, foster, and maintain strategic partnerships with community organizations, stakeholders, and individuals in order to advance DEI.
- ♦ Demonstrate cultural competence to interact with and develop meaningful relationships with people of diverse identities and cultural backgrounds.
- ♦ Lead organizational coordination in support of and between key equity initiatives such as the Strategic Plan, Core 4, and Change Management.





- ◆ Collaborate with city leadership in the implementation of DEI initiatives and programs and develop metrics for measuring, tracking and analyzing the effectiveness of DEI initiatives, benchmark progress and make recommendations for improvement.
- ◆ In collaboration with Human Resources plan, develop, implement, evaluate, and revise hiring strategies responsive to the cultural competence development needs of the city.
- ◆ Collaborate with Aurora Learn to provide diversity leadership, cultural competence training, and resources.
- ◆ Examine City of Aurora's contracting and subcontracting opportunities with SBE's and MB/WBE's, collect, track, and analyze data and implement strategies to increase participation.

## CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate must be a values-based community steward that is a subject matter expert in DEI, as well as possesses the compassion and emotional intelligence necessary to effectively build bridges and serve as a thought partner with both the community and the city departments. The successful candidate must have the political aptitude and leadership presence to be a bridge builder who embraces collaborative partnerships with internal and external stakeholders and willing to foster those relationships to develop and implement a racial equity plan. This trusted adviser will work with city departments and leadership to ensure DEI are at the forefront of all city operations, policies, training programs, hiring practices and delivery of services for the Aurora community.

### The ideal candidate for the next DEI Officer shall have the following core competencies:

- ◆ **Character** – humility, high level of integrity; fair, friendly, and diplomatic demeanor; confident and calm under pressure; sound business and political judgment, and unwavering commitment to DEI.
- ◆ **Communication** – Demonstrates the ability to convey and receive information and ideas in an open, clear, and articulate way with respect to cultural differences and others' perspectives; strong media relationships and experience as a media spokesperson; ability to engage with diverse audiences.
- ◆ **Results Oriented** – Develops and follows through on priorities; delegates appropriately; holds people accountable; makes sound decisions; optimizes resources and initiates efficient work processes.
- ◆ **Analytical Thinking** – Provides analytical and critical thinking with the ability to solve problems by gathering data, reasoning logically, and drawing valid conclusions, and excellent organizational skills.
- ◆ **Inspirational Leadership** – Maintains positive team morale and for mentoring, motivating and coaching staff to achieve team priorities and staff's professional development goals.
- ◆ **Collaboration** – Serves as the liaison and thought partner for both internal staff and external community leaders to ensure successful DEI strategies, program management, execution, and delivery.
- ◆ **Adaptability** – Ability and willingness to listen and understand another viewpoint and find compromise for the best direction/solution; able to adjust and transition when goals and initiatives change direction.
- ◆ **Inclusion** – Fosters an environment that includes diverse backgrounds and listens attentively to understand the needs, perspectives and values of others. Possesses a strong multicultural competency and commitment to diversity, equity, and inclusion.







- ◆ **Research/Education** – Creates a culture of learning and growth by striving to enhance and improve the city by researching what others are doing well, identifying “best practices” DEI; educates on new technologies, processes, and management skills to grow efficiently and effectively.

## MINIMUM QUALIFICATIONS

- ◆ Bachelor’s Degree in business administration, public administration, organizational development, human resources, communications, or public relations related field.
- ◆ Eight (8) years progressively responsible experience in DEI administration, business administration, public administration, communication, cultural diversity, and community engagement.
- ◆ Six (6) years of relevant experience in Diversity, Equity, & Inclusion, Community Engagement and/or a related professional management experience.
- ◆ Experience in leading, developing, and monitoring initiatives around diversity, equity, and inclusion. Should have demonstrated examples of building out and implementing dynamic DEI plans for organizations.
- ◆ Experience working with DEI committees and employee resource groups.
- ◆ Five (5) years of professional experience in local and/or state government highly preferred
- ◆ At least 3 years supervisory experience of professional staff.

## COMPENSATION AND BENEFITS

The salary range for this position is **\$108,800 - \$170,000**

The hiring range for this position is **\$108,800 - \$136,000**

Starting salary to be commensurate on the qualifications and experience of the successful candidate. The city also offers an attractive benefit package. To learn more, go to:

<https://jobs.auroragov.org/benefits>

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, February 18, 2022**. Please submit your materials to: <https://www.cpsshr.us/recruitment/1931>.

For additional information about this position please contact:

**CPS HR CONSULTING**

KYLIE WILSON

Senior Executive Recruiter

CPS HR Consulting

Email: [kwilson@cpsshr.us](mailto:kwilson@cpsshr.us)

Website: [www.cpsshr.us](http://www.cpsshr.us)

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process. An appointment is anticipated upon the completion of comprehensive reference and background checks.

