



CITY OF SEATTLE

Race and Social Justice Initiative Advisor - OOC

SALARY:	\$41.01 - \$61.51 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Out of Class Assignment - Citywide
SHIFT:	Day
DEPARTMENT:	Seattle Department of Transportation
BARGAINING UNIT:	Not represented
CLOSING DATE	03/19/19 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Office of Equity and Economic Inclusion (OEEI) of the Seattle Department of Transportation (SDOT) is seeking a Race & Social Justice Initiative (RSJI) Advisor for a short-term out-of-class assignment who will provide leadership for the integration of RSJI into SDOT's work focusing on equity, racial, and social justice issues.

Reporting to the SDOT OEEI Manager, this individual will implement the Race and Social Justice Initiative in SDOT through visionary strategic leadership and oversight. The individual filling this role should be self-directed and self-motivated with the drive to become an equity subject matter expert.

This out-of-class assignment will last a minimum of 6 weeks, but may be extended to a longer duration.

JOB RESPONSIBILITIES:

- Develop department specific work plan and goals based upon departmental RSJI objectives and priorities
- Undertake analytical initiatives for tracking and improving organizational equity performance; create a robust accountability system and metrics for evaluation of RSJI Equity
- Support department goals in promoting racial equity and social justice
- Assist and advise in evaluating and restructuring of processes to integrate an equity lens into day-to-day decision making, processes, and policies; provide leadership on project teams to assess racial equity impacts
- Evaluate existing business processes and develop new and improved procedures; develop department specific policy and standard operating procedures to implement RSJI strategies; ensure integration of RSJI with the program work in the department

- Act as project manager over vision, design, development, and implementation of RSJI projects involving considerable scope, complexity, and long-term commitments
- Develop executive-level recommendations to ensure RSJI is being implemented across the department; this will include internal and external initiatives and engagement
- Using expert knowledge and best practices, develop and conduct periodic training of RSJI theory and applications for project managers, department staff, and SDOT leadership to promote equitable and targeted access to department services
- Provide expertise, develop implementation plan, and conduct periodic training for Racial Equity Toolkits
- Ensure effective outreach and communication pertaining to RSJI with internal and external stakeholders; strengthen relationships and build partnerships with municipal government partners, work closely with community leaders, community-based organizations, other jurisdictions, and philanthropic institutions
- Deliver RSJI-related technical presentations to senior management and SDOT staff
- Serve as primary support in the implementation of TITLE VI responsibilities for the department
- Serve as working lead for the SDOT RSJI Change Team

QUALIFICATIONS:

Required Qualifications:

- Three years of experience in a government or related setting with at least two years of experience actively participating in programs that build racial equity and inclusiveness
- Bachelor's Degree in public administration, social work, political science, or a related field
- Ability to effectively work in a multi-cultural workplace with a diverse customer base

Other combinations of education, training, and/or experience that provide an equivalent background required to perform the work of the class may be evaluated on an individual basis for comparability.

Desired Qualifications:

- Experience using data and performance metrics to measure and move forward equity initiatives
- Strong interpersonal skills
- Outstanding administrative skills, including the ability to produce, track, and manage multiple deliverables with overlapping deadlines in a high-performing environment
- Excellent oral and written communication
- Proven ability to analyze situations through a racial equity lens and utilize effective organizing strategies
- Demonstrated leadership within the racial justice community
- Demonstrated ability to develop collaborative, sustainable, accountable, and respectful relationships with leaders and other institutions and groups, including but not limited to communities of color, immigrant and refugee communities, business, and philanthropy
- Experience developing and managing programs that work to dismantle the manifestations of racism
- Experience and comfort leading a team using an anti-racist, pro-equity, collaborative decision-making approach
- Experience developing partnerships between government, non-profit organizations, educational institutions, and grass roots community groups
- Proficiency in using Access, Excel, and PowerPoint, Visio, or other analytical software
- Flexibility and adaptability to changing work conditions and priorities in a sometimes stressful political/governmental environment
- Experience working within local or state government
- Experience with equity analysis in a transportation-related field

ADDITIONAL INFORMATION:

Hiring Process: Applications are reviewed after the job posting closes. Complete or submit the following to be considered for this outstanding opportunity:

1. NEOGOV online (or paper) application
2. Supplemental questionnaire
3. A cover letter AND résumé

Work Environment/Physical Demands: Most work will be performed in a normal office environment. Overnight travel may be required.

Hiring Process: Applications are reviewed after the posting closes. Submit the following items to be considered for this opportunity:

1. NEOGOV online (or paper) application
2. A cover letter explaining your qualifications for this role as well as your thoughts on the role government should play in addressing institutional and structural racism
3. A résumé
4. Examples, with links if appropriate, of racial equity work product – presentations, blogs, videos, editorials, policies, etc.
5. Supplemental questionnaire

Your application may be rejected if these items are missing or incomplete. Simply providing a cover letter and résumé is not a substitute for completing the application itself.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2019-00345

<http://www.seattle.gov/jobs>
RACE AND SOCIAL JUSTICE INITIATIVE ADVISOR - OOC
DC

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104



Careers@seattle.gov

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Race and Social Justice Initiative Advisor - OOC Supplemental Questionnaire

- * 1. Do you have: 1) At least three years of experience in a government or related setting with at least two years of experience supervising staff and leading programs that build racial equity and inclusiveness 2) Bachelor's Degree in public administration, social work, political science, or a related field 3) Ability to effectively work in a multi-cultural workplace with a diverse customer base Other combinations of education, training, and/or experience that provide an equivalent background required to perform the work of the class may be evaluated on an individual basis for comparability.

Yes No

- * 2. Briefly, share an example of the most impactful work you have done to eliminate institutional racism. What was your role?

- * 3. What have you done to develop your own racial equity skills as well of those of other staff?

- * 4. Tell us about the most important partnerships you have built in order to eliminate institutional racism.

* Required Question