



Job Title: Chief of Talent & Culture
Department: Office of Talent & Culture
Hours: Full time variable hours. Some nights and weekends required.
Salary: Salary commensurate with experience. This is a non-union position.

DESCRIPTION:

The City of Revere is seeking a creative, passionate, and visionary professional to launch and lead the Office of Talent & Culture. As part of that role, the position will also be the director and administrator of the recently reinstated Human Rights Commission. This is a newly created position that will provide leadership and direction to foster a collaborative and inclusive culture in the City of Revere. The Chief of Talent & Culture works with and reports directly to the Mayor to help employees continually grow in their jobs, learn from the residents we serve and provide the best services to the people of the City of Revere.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Serves as a senior leadership team member on the Mayor’s Cabinet. Contributes to the City’s overall mission of improving the lives of our residents.
- Lead the City’s efforts on its Racial Equity Municipal Action Plan, in development with the Government Alliance on Racial Equity, and the Metropolitan Area Planning Council.
- Provide direct supervision to the Director of Human Resources
- Work closely with the City and School Department HR Directors to enhance organizational development needs, conduct or procure specific trainings to improve both individual and team needs and lead recruitment and retention efforts.
- In partnership with Mayor and Mayor’s Cabinet, lead efforts to engage employees and create blueprint to improve workforce culture.
- Lead city-wide staff engagement volunteer efforts
- Represent the city regionally
- Serve as co-chair to MA DEI Coalition in partnership with MAPC
- Research, analyze, and evaluate City legislation, programs and policies on matters related to city initiatives and ordinances.

- Work with the Mayor's Office on priorities for city and school policy that can be implemented, ensuring there is consistent and high-level communication with the Mayor and/or the Chief of Staff about any proposed changes or programs.
- Liaise with community-based organizations, human relations organizations, faith-based organizations, and related public and private organizations concerned with advancing city initiatives.
- Working in conjunction with the City and School Human Resource Departments examines hiring practices and employment practices for disparate impact and makes recommendations for revisions as needed.
- Works with City departments, boards, commissions, and elected officials to identify and resolve any relevant issues.
- Represent the City at relevant public events and meetings.
- Identify and apply for grant funding opportunities to support city initiatives.
- Responsible for managing budgetary and financial information for the DEI and the HRC. Responsible for working with City staff on annual budget preparation and management of expenses.
- Performs other related duties as required

QUALIFICATIONS:

- Bachelor's degree in Humanities, Political Science or other related field required.
- Doctorate, Juris Doctor (JD) or Master's degree or Public Administration Master's Degree or related degree in Organizational Leadership, Civil Rights Law, Human Rights Law, or related field preferred.
- At least five (5) years of related experience working with a variety of socio-economic groups, as well as racially, ethnically, culturally, and linguistically diverse populations; or an equivalent combination of education and experience.
- Three to five (3-5) years of supervisory experience preferably in a government or non-profit setting.
- Must be able to demonstrate excellent communication, personnel management, and interpersonal skills.
- Revere residency required or candidate must be able to demonstrate that he or she has a sufficient connection to the City to understand its cultural and political climate.
- Experience writing, preparing, and administering grants preferred.
- Ability to communicate in languages besides English could prove beneficial.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge and experience with federal and state civil rights laws. Familiarity with federal and state agencies authorized to enforce such laws.
- Proficiency in use of technology such as laptop, computers and tablets.
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner.

Skills:

- Strong problem solving and interpersonal skills.
- Proven community organization skills.
- Confident/effective public speaker.
- Demonstrated conflict resolution and mediation skills.

Abilities:

- Ability to maintain strict confidentiality.
- Ability to appropriately but firmly challenge deeply held beliefs and assumptions which perpetuate discrimination in a way that doesn't generate unnecessary conflict.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently both verbally and in writing.
- Ability to conduct well planned and executed public presentations.
- Ability to meet deadlines; effectively organize and manage multiple tasks, projects, and records.
- Ability to communicate effectively with multiple sectors including towns, local government, human service providers, schools, health care organizations, funders, faith organizations and the public.
- Ability to organize and motivate the public's involvement in a broad range of community-based activities.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.