# ASHEVILLE, NORTH CAROLINA

**Classification Specification**

# Manager, Inclusive Engagement & Leadership
# Job Code: 1040
# FLSA: Exempt

## Purpose of Classification:

The purpose of this classification is to serve as a liaison between the City and underserved neighborhood and community groups and organizations and provide technical expertise and guidance to foster community engagement and inclusion.

## Distinguishing Characteristics:

This is a single level classification.

## Essential Functions:

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Coordinates meetings with underserved neighborhood and community groups and organizations and City departments: schedules meetings; picks up food; gathers materials; facilitates meetings; provides information and answers questions; and gathers feedback and collects data regarding stakeholder needs and concerns.

Provides technical expertise and guidance to area school systems regarding equity and inclusion: coordinates parent meetings; assists with planning informational sessions for parents, teachers, and students; and collaborates with students and school staff to develop innovative approaches to discipline and equity.

Provides technical support and guidance to City departments regarding community engagement: assists in identifying and connecting City staff to communities impacted by projects, programs, and policies; participates in

community outreach; attends meetings; collects data; offers feedback and makes recommendations regarding equity and inclusion; and provides information to and answers questions from City staff regarding the equity toolkit and how it relates to their specific work.

Coordinates with outside agencies and government organizations to plan and implement community engagement activities: attends meetings around community engagement; give advice and feedback and makes recommendations; connects outside agencies and government organizations to appropriate community contact; assists in identifying barriers and issues to community engagement; assists with data collection; and assists in scheduling meetings between outside agencies and government organizations and community groups.

Performs related duties in support of department operations: facilitates internal equity meetings and teams; and leads grant processes, including gathering documentation, coordinating meetings, and awarding of grants.

Communicates with supervisor, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, presentations, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

## Additional Functions:

Performs other related duties as required.

## Minimum Qualifications:

Associate degree in Social Work, Civic Engagement and Community Leadership, or a related field required; supplemented by one year of experience in community organization and engagement, cultural competency, equity and inclusion, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid North Carolina driver's license.

**Specific Knowledge, Skills, or Abilities**: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

## Performance Aptitudes:

**Data Utilization**: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction**: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA Compliance:

**Physical Ability**: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate sound, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, traffic hazards, violence, disease, or rude/irate customers.

*The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*