

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 1/24/2013

Action Requested By:
Administration

Agenda Item Type
Ordinance

Subject Matter:

Ordinance establishing the Office of Multicultural Affairs.

Exact Wording for the Agenda:

Ordinance to amend Ordinance No. 08-1079 establishing the Office of Multicultural Affairs.

Note: If amendment, please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: Yes

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost:

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: 

Date: 1 24 13



ORDINANCE NO. 13-_____

OFFICE OF MULTICULTURAL AFFAIRS ESTABLISHED

BE IT ORDAINED by the City Council of the City of Huntsville, Alabama, that the Office of Multicultural Affairs is hereby established. The Office of Multicultural Affairs shall be under the general supervision and control of the Multicultural Affairs Officer. The Multicultural Affairs Officer shall be appointed by the Mayor subject to the approval of the City Council as provided by law, and shall be under the direct supervision and control of the Mayor. The Multicultural Affairs Officer shall hold office for the term of the Mayor making the appointment. Generally, the Multicultural Affairs Officer shall be available to council members to respond to requests for information or questions related to matters under the general control of the Multicultural Affairs Officer which are pertinent to the performance of a councilmember's duties.

Ordinance No. 90-152 of the City of Huntsville, Alabama, as amended, adopting the Personnel Policies and Procedures Manual of the City of Huntsville (the "Personnel Manual"), shall not constitute an employment contract with the Multicultural Affairs Officer and the Multicultural Affairs Officer shall not be governed by the provisions of the Personnel Manual except (1) where otherwise provided by law, and (2) when enforcing the terms of the Personnel Manual in his or her capacity as a supervisor.

The duties of the Multicultural Affairs Officer shall include, but not be limited to, the following:

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:

Participates on citywide projects that strengthens organizational systems to support a multicultural workforce. Conducts projects to assess organizational readiness and progress on the City's multicultural initiative. Researches, develops, and recommends citywide policies on diversity and multicultural awareness. Acts as a resource for departmental policy development. Assists with community multicultural events, activities and new programs. Assists with integrating diversity and multicultural sensitivity into the City's public image and marketing strategies. Establishes, promotes and expands the City's outreach to more segments of the community.

Provides technical support and advice to the City's Human Relations Commission. Develops and provides resources for multicultural education and training in a variety of formats and other support programs. Provides diversity training to City Departments, as needed.

Encourages understanding and goodwill, promotes justice, and promotes the elimination of discriminatory practices between and among Huntsville's citizens because of race, religion, national origin, age, sex, disability or ethnicity.

Promotes communication and mutual understanding and respect among diverse constituencies and persons in the greater Huntsville area.

Provides leadership and guidance to various ethnic celebration committees, assessing the needs of multicultural segments of the community. Represents the City at multicultural-related community events.

Works with the local business community in promoting human rights, justice, and diversity in job recruitment and economic development. Acts as a municipal and community agent, acting in concert with the Economic Development Director, in promoting multicultural and multinational business, commerce and economic development prospects for the City.

Represents the Mayor at neighborhood, civic association, committee, social, business and other group meetings not requiring his official presence, and reports recommendations reached at those meetings.

Conducts public forums to promote mutual understanding and respect for the purpose of eliminating discriminatory practices in the community, working supportively in concert with the EEO and Human Relations Officer in so doing within municipal government (not supplanting or replacing these departmental roles).

Recommends methods for eliminating discrimination and intergroup tensions.

Enlists the support of civic, labor, religious, professional, business, industrial, and educational programs within the community regarding human rights and community relations practices, laws, regulations, policies, and programs affecting equality and opportunities for persons of all ethnicities, to champion diversity at every level of community life.

Organizes community neighborhood associations, and serves as liaison between neighborhood organizations and the Administration, presenting to the Administration the input and recommendations of the community.

Administers such other tasks as they relate to multicultural affairs as may be assigned by the Mayor.

MARGINAL FUNCTIONS OF WORK:

Effectively communicates the relationship between multiculturalism and an organization's goals, major systems, policies and management and works with other multicultural affairs professionals to coordinate programs and promote the multicultural message and events.

Attends neighborhood, civic and business meetings as required.

Attends City Council meetings in order to stay abreast of current and pending issues.

Assumes other duties and responsibilities as may be directed from the Mayor or City Administrator.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Specialist in diversity, including considerable knowledge of multicultural affairs, practices, policies, and initiatives in the public and private workforce and religious diversity.

Specialist in community building, including considerable knowledge of citizen service practices and ability to apply practices for the efficient operation of the office.

Considerable knowledge of general departmental operations and organization and considerable knowledge of city departmental agencies. Knowledge of city, county and other agencies and associations of the city.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's Degree in Multiculturalism, Business Administration, Communications, Public Relations or Organizational Management from a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education and considerable experience in developing, coordinating, directing public relations and multicultural affairs programs; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities.

WORKING ENVIRONMENT:

Work is performed in an office setting and involves everyday risks or discomforts which require normal safety precautions. Some work is performed in the local and surrounding communities and neighborhoods.

PHYSICAL DEMANDS:

Work is essentially sedentary, however walking, standing, bending and carrying of light items may be required.

ADOPTED this the 24th day of January, 2013.

President of the City Council
of Huntsville, Alabama

APPROVED this the 24th day of January, 2013.

Mayor of the City of
Huntsville, Alabama