



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 1/23/2025

File ID: TMP-5113

Department: Administration

Subject:

Type of Action: Introduction

Introduction of an Ordinance to amend Ordinance No. 21-699, establishing the Office of Diversity, Equity, and Inclusion to become the Office of Multicultural Affairs.

Ordinance No.

Finance Information:

Account Number: N/A

City Cost Amount: N/A

Total Cost: N/A

Special Circumstances:

Grant Funded: N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)

Address: N/A

District: District 1 District 2 District 3 District 4 District 5

Additional Comments:

ORDINANCE NO. _____

WHEREAS, the City Council of the City of Huntsville, Alabama established the Office of Diversity, Equity and Inclusion pursuant to Ordinance No. 21-699; and as previously established in 2013 as the Office of Multicultural Affairs pursuant to Ordinance No. 13-48; and

WHEREAS, due to the changing role and responsibilities of the Office and its Director, the Administration and the City Council desire to rename the Office of Diversity, Equity and Inclusion as the Office of Multicultural Affairs and set forth the duties of its Director.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Huntsville, Alabama that the Office of Diversity, Equity and Inclusion is hereby renamed the Office of Multicultural Affairs and shall be under the general supervision and direction of the Director of Multicultural Affairs. The Director of Multicultural Affairs 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 Director of Multicultural Affairs shall hold office during the term of the Mayor making the appointment. Generally, the Director of Multicultural Affairs shall be available to council members to respond to requests for information or questions related to matters under the general control of the Director of Multicultural Affairs which are pertinent to the performance of a council member's duties. The Director of Multicultural Affairs shall also act as a liaison between the City and the community on multicultural issues, programs and activities.

Ordinance No. 04-315 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 Director of Multicultural Affairs, and the Director of Multicultural Affairs 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 Director of Multicultural Affairs shall include, but not be limited to, the following:

ESSENTIAL AND MARGINAL FUNCTIONS OF WORK:

Develops and delivers in collaboration with Human Resources (HR) and the Equal Employment Officer (EEO), training programs for the City of Huntsville (COH) workforce, including insuring the practice of equitable hiring, cultural awareness/sensitivity, anti-bias behaviors, interpersonal skills and effective communication.

Reviews ordinances and policies governing the COH workforce and identifies aspects that might provide opportunities for the hiring or advancement of underrepresented/disadvantaged populations; provides advice to the Mayor, City Administrator, Equal Employment Officer, and HR Director on strategies to provide equitable opportunities for COH employees.

Provides technical support and advice to the City's Human Relations Commission, including recommending nominations for mayoral and council appointments; develops and provides resources for multicultural education and training in a variety of formats and other support programs.

Develops and delivers for Huntsville Police Department (HPD) training focused on cultural competency, anti-bias behaviors, effective communication with diverse communities; ensures these training packages are delivered for both entry-level and veteran officers and during annual in-service programs.

Encourages understanding and goodwill, promotes justice, and promotes practices that provide opportunity between and among Huntsville's citizens regardless of race, religion, national origin, age, sex, disability or ethnicity; collaborates with these individuals and groups to develop collaborative initiatives; 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; serves as liaison to the various community organizations ensuring that there is open, active and continuous communication with these groups and the COH senior leadership team.

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.

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 provide opportunities at every level of community life.

Organizes community neighborhood associations and serves as liaison between the Huntsville Council of Neighborhood Associations and other neighborhood organizations and the Administration, presenting to the Administration the input and recommendations of the community.

Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

Provides supervision and direction to the Assistant Director of Multicultural Affairs and other assigned office personnel, including Student Interns.

MARGINAL FUNCTIONS OF WORK:

Effectively communicates the relationship of the Office of Multicultural Affairs and an organization's goals, major systems, policies and management and works with other professionals to coordinate programs and promote the multicultural message and events.

Attends neighborhood, civic and business meetings as required.

Attends City Council meetings, as available, 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:

Considerable knowledge of multicultural affairs practices, policies, and initiatives in the public and private workforce.

Considerable knowledge of community relationship building, and citizen service practices.

Considerable knowledge of general departmental operations and organization.

Considerable knowledge of City departmental agencies.

Knowledge of City, County and other agencies and associations of the City.

Ability to apply practices for the efficient operation of the office.

Ability to express oneself clearly and concisely, orally and in writing.

Skill in the operation and care of a personal computer.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's Degree in Multicultural Studies, Business or Public Administration, Communications, Public Relations, Human Relations, Psychology, Public Policy 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.

NECESSARY SPECIAL REQUIREMENTS:

Valid Driver's License

ADOPTED this the ____ day of _____, 2025.

President of the City Council of the
City of Huntsville, Alabama

APPROVED this the ____ day of _____, 2025.

Mayor of the City of Huntsville,
Alabama