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**Gary Christenson, Mayor**

Tuesday, September 22, 2020

Malden City Council  
215 Pleasant Street  
Malden, MA 02148

Dear Members of the City Council:

As you know, in our UniteMalden 2020 initiative, we announced several important goals one of which was to establish a Diversity Officer Position. This position will play a critical role by increasing the focus on diversity, equity and inclusion both inside our organization and across the city.

The responsibilities of the position will include, but are not limited to working collaboratively with other cities to identify best practices and documented procedures and goals related to diversity and inclusion in Malden, participating in all hiring panels (including Boards and Commissions) to ensure that city government reflects the diversity of the city, establishing and maintaining relationships with community organizations representing our diverse population and reporting regularly on metrics measuring our progress.

Over the summer, we have interviewed individuals who hold this role in other cities to hear firsthand how they have structured it, what has worked well, and what hasn't worked as well. We have also obtained documentation from other communities, specifically job descriptions and roles and responsibilities, to aid in our defining of the role. The plan is to submit a formal request for your consideration at your next regular meeting.

If the Council approves this proposal, we would begin advertising the position shortly thereafter and have a robust interview process which would include our staff, City Council, and advocacy groups, to name a few. Our hope would be to have someone on board before the Thanksgiving Day holiday.

Thank you and please let me know if you have any questions.

Sincerely,

**GARY CHRISTENSON**  
Mayor, City of Malden