

Assistant Director of Equity, Inclusion and Development

JOB TITLE: Assistant Director of Equity, Inclusion and Development

FLSA STATUS: Exempt

GRADE: 43

DEPARTMENT: Strategic Services

APPROVED DATE: 01/2019

REVISED DATE: 05/2020, 02/2022

Job Summary

The Assistant Director of Equity, Inclusion and Development is responsible for: Providing leadership, guiding, measuring, and monitoring the Library District's equity, diversity, and inclusion (EDI) initiatives. Developing programs and practices that effectively increase EDI. Providing advisory support to various groups within the Library District. Administering training to help employees embrace and understand differing perspectives. Design Library policies that reinforce EDI in the workplace, address all forms of harassment, and protect underrepresented groups. Oversee and manage development and training programs consistent with the needs of the organization. Oversee services and programs to diverse communities.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical

assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Ability to align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.
2. Provide leadership and direction in the management of the Library District's training and development programs.
3. Develop, implement, and effectively communicate organization-wide EDI initiatives with the input of key stakeholders and Leadership Team members.
4. Serve as critical thought partner and leader as it relates to recommendations and integration of EDI throughout the organization, including goals, metrics, trends, expectations, and our core values.
5. Assist with building hiring plans that provide equal opportunities to all candidates and increase our ability to attract, hire, and retain underrepresented groups.
6. Train hiring managers and HR staff on how to select, manage, evaluate, and retain a diverse workforce.
7. Review communications to ensure they are inclusive and have non-discriminatory or biased language. Especially communications related to recruitment, hiring, employee relations, careers page, and marketing.
8. Advocate for under-represented groups within the organization and ensure equity across all functions. This includes creating engagement pathways for employees such as affinity groups, workshops, events, and experiences.
9. Review and design district processes and policies that promote equity, diversity, and inclusion.
10. Ensure compliance with state and federal regulations on diversity and equity.
11. Assist in the development, design, and execution of library programs, resources, and services to diverse communities in partnership with public services staff and community libraries.

Additional Duties and Responsibilities

1. Maintain relationships to diversity related organizations. Including representing Sno-Isle Libraries at partner events such as career fairs, etc.
2. Stay current on best practices in EDI, organizational development, and staff training.
3. Prepare correspondences and reports.

4. Train new staff as needed.
5. Deliver presentations to a variety of groups and officials.
6. Attend meetings, trainings, and workshops as assigned.
7. Help determine the resources and budget required to reach departmental goals.
8. Assist with special projects as required.
9. Perform other duties as assigned.

Supervision

This position reports to the Director of Strategic Services. This person supervises the Talent Development Manager.

Knowledge, Skills, and Abilities

1. Thorough knowledge of the 1964 Civil Rights Act, the 1991 Civil Rights Act, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Affirmative Action, Equal Employment Opportunity, and other applicable laws.
2. Knowledge of training, conflict resolution, and mediation methods.
3. Knowledge about workplace diversity, equity, and inclusion strategic thinking and best practices.
4. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
5. Ability to communicate effectively with diverse audiences.
6. Ability integrate learning to improve team dynamics, to lead learning opportunities that enhance team performance, and to be a mentor to others.
7. Ability to be strategic, visionary, transformative, and tactical while focusing attention on delivering tangible results.
8. Excellent communication both verbal and written with the ability to interface and influence executive level business leaders.
9. Strong facilitation, conflict resolution, and negotiation skills.
10. Excellent management and interpersonal skills.
11. Detail oriented and high attention to quality.

12. Ability to work cooperatively and maintain effective interpersonal relationships with the public and co-workers.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Bachelor's degree in sociology, social anthropology, public administration, human resource management, or other related field.
2. At least 3-5 years of progressive experience working in a cultural engagement, equity, and inclusion function.
3. 3 years of demonstrated experience with management and implementation of equity-focused programs and initiatives.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. Incumbents may occasionally move objects or materials weighing up to 25 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Activities sometimes occur outside the regular business day including evenings and weekends and require travel to branches and other locations within the Library District's two-county service areas to meet with public groups and library staff. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.