

# Equity, Diversity, and Inclusion Manager

JOB TITLE: Equity, Diversity, and Inclusion Manager

FLSA STATUS: Exempt

GRADE: 41

DEPARTMENT: Strategic Services

APPROVED DATE: 10/2021

REVISED DATE: 02/2022

## Job Summary

Manage organizational and community-based equity, diversity, and inclusion (EDI) efforts including oversight of select EDI projects, community outreach, services, and staff development in alignment with Sno-Isle Libraries equity policy. This is done through intentional partnership and collaboration with diverse and historically underrepresented communities, individuals, departments, and staff.

## 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. Lead organizational EDI projects.
2. Design, support, and evaluate projects and new services to achieve organizational and strategic EDI goals, mission, vision, and values.
3. Help build staff EDI competencies to deliver and assess equitable, diverse, and inclusive library service, communications, facilities, and programs.
4. Develop, facilitate, and deliver staff training opportunities.

5. Serve as an internal consultant and advisor on EDI topics.
6. Coordinate opportunities to share library information through strategic, stakeholder, community, and partnership engagement events.
7. Develop ongoing collaborative relationships with community groups, leaders, and strategic partners.
8. Design and manage strategy for engaging with diverse communities in partnership with internal stakeholders.
9. Provide effective supervision of assigned staff.

### **Additional Duties and Responsibilities**

1. Attend appropriate continuing education trainings and classes to maintain a high level of competence needed to perform the duties required.
2. Participate in Strategic Services work team.
3. Participate in and sometimes lead work groups.
4. Attend meetings and workshops as assigned.
5. Assist with special projects as required.
6. Perform other duties as assigned.

### **Supervision**

The position reports to the Assistant Director of Equity, Inclusion and Development. The position supervises the Bilingual Spanish Outreach Specialist.

### **Knowledge, Skills, and Abilities**

1. Demonstrated knowledge and understanding of best practices in organizational equity, diversity, and inclusion, particularly through a racial equity, social impact, LGBTQIA+, intersectionality, and disability perspective.
2. Ability to plan, develop, and facilitate training for diverse and multicultural audiences.
3. Ability to speak before and facilitate a variety of groups.
4. Strong cultural sensitivity and competency.
5. Ability to establish working relationships with a broad diversity of staff in a manner that enhances their performance and assures quality results.

6. Knowledge of public library resources, programs, and services.
7. Knowledge of the principles of intellectual freedom in public libraries.
8. Ability to work independently and set priorities.
9. Ability to travel to other community libraries, community events, and various other sites.
10. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
11. Ability to operate relevant computer systems including hardware and software, such as Microsoft Office, electronic databases and electronic content platforms, e-mail, chat, social media platforms, and internet navigation in addition to other office equipment and systems.

## **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 a related field such as Library Science or Public Administration, or technical training in relevant area of expertise preferred.
2. Demonstrated work experience with organizational equity, diversity, and inclusion.
3. Previous work experience as a leader within libraries, nonprofits, or the public sector.
4. At least two years of supervisory experience.
5. Verbal and/or written fluency in multiple languages is highly desirable.

## **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.

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.

An incumbent is expected to travel to the various community libraries and communities in the Library District. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to arrange independently for such travel.