

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Director of Diversity, Equity and Inclusion**

Dept: **Executive Director**

Job Code Number: 10012

Reports to: **Executive Director**

Grade Number: **25, Non-represented**

Effective Date: **July 2020**

FLSA Status: **Exempt**

General Position Summary:

The Director of Diversity, Equity and Inclusion's focus is to build and strengthen a holistic DEI strategy that embodies KCLS's mission and values. The Director of Diversity, Equity and Inclusion leads a team of professionals who collaborate across all levels of the organization to support staff in collectively pursuing a shared vision of equity, and creating an environment that celebrates diverse perspectives and experiences. Reporting to the Executive Director, and as a member of the KCLS Leadership Team, the Director of Diversity, Equity and Inclusion will develop, implement and track progress against ongoing strategic and tactical initiatives that help dismantle inequities for those historically underrepresented. With focus both internal to the employee and external to the patron experience, the work of this position enhances KCLS's inclusive environment.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Lead the design and implementation of a DEI framework, by establishing goals, metrics, and assessment criteria, as well as an action plan to attract, retain and promote a diverse workforce.
2. Develop, plan and execute DEI activities (e.g. training, education, workshops, communication and events) to engage the organization and help make KCLS's staff, teams, and culture more inclusive, equitable, and responsive.
3. Oversee and advance KCLS's racial equity work plan, and other initiatives that foster a culture of openness and inclusion.
4. Lead a DEI Department team to execute the DEI framework and associated work plans.
5. Collaborate with KCLS Leadership Team (KLT) colleagues to strengthen their roles as champions and advocates for DEI, both internally and externally, driving awareness, commitment and accountability.
6. Partner with HR and the KCLS Leadership Team (KLT) to embed DEI into all talent systems

across the employee life cycle, including identification and development of diverse talent, succession planning, leadership development, people management and recruiting.

7. Integrate key concepts of belonging, inclusion, and equity into existing programs, policies, practices and departmental work plans.
8. Create and grow an Employee Resource Group (ERG) strategy and provide leadership and support to empower and strengthen internal communities.
9. Develop a DEI dashboard and establish defined measures of success, targets and incremental goals for the short and long term.
10. Serve as an advisor and thought leader on DEI issues.
11. Increase and measure staff cultural competency through training and reviewing data on internal and external complaints related to diversity, equity and inclusion, including bans and trespasses.
12. Mediate conversations among leadership and staff on culturally sensitive issues.
13. Be a strong voice for inclusion and diversity at KCLS and in the broader community, proactively building and maintaining community partnerships.
14. Develop and administer the department's annual budget; monitor, approve all expenditures, and assure efficient and economical utilization of all department resources.

Secondary Duties:

1. Provide regular updates on diversity, equity and inclusion activities and progress across the organization, including all staff, leadership and board meetings.
2. Influence the KCLS diversity, equity and inclusion story collaboratively with Community Relations.
3. Convene and lead a DEI committee including staff from multiple classifications, cultures, and orientations for feedback about and input into DEI plans.
4. Other related duties as assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character

and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Coaching and Counseling

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Desired Minimum Qualifications:

- Bachelor's degree with a minimum of five years of leadership experience in the diversity field, or an equivalent combination of education and experience.
- Experience in increasing organizational diversity.
- Proven record implementing diversity and inclusion initiatives through to execution.
- Previous supervisory or management experience.
- Ability to serve as organizational subject matter expert and provide guidance and coaching on issues related to diversity, equity and inclusion.
- Experience in affirming identities and belonging for underrepresented and marginalized people.

Physical Demands:

While performing the duties of this job, the employee is changing tasks depending upon the shift and will in most cases occasionally stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Neck rotation may be up to occasional. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to frequently. Up to occasionally operating foot controls. The

employee will seldom lift up to 20 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

Work Environment:

Job is primarily performed indoors in a typical office setting, and involves extensive close work including use of a PC monitor. Incumbent must be available for evening and early morning meetings, on an occasional basis, and able to serve on-call. Occasional to extensive travel within the service district is required.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR