

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Project Specialist – DEI**
Dept: **DEI**
Reports to: **Director of DEI**
Effective Date: **January 2022**

Job Code Number: **10256**
Grade Number: **14, Represented**
FLSA Status: **Non-Exempt**

General Position Summary:

Aligned with system priorities, develop, implement, and maintain assigned projects on behalf of the DEI department. Establish and maintain relationships with, and serve as liaison to, the community libraries, Service Center departments, and Preston distribution center. Organize DEI resources and other supports. Areas of focus may include strategy, learning and development, staff retention, and communications.

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. Supports the development, execution, and evaluation of individualized DEI work plans for community libraries and internal departments.
2. In partnership with Learning & Development, implements supports for subject matter experts in design and delivery of DEI training curricula, which may include assisting with the production and distribution of training manuals and other related materials.
3. In partnership with Human Resources, supports Employee Resource Groups and other staff retention efforts.
4. Assists with communication and relationship-building efforts between KCLS community libraries, the DEI department, and internal stakeholders. Serves as liaison to the Community Relations and Marketing and Online Library Services departments regarding ongoing external DEI communications initiatives for KCLS.
5. Creates and distributes the DEI department's public facing newsletter and staff facing news posts. Maintains DEI department intranet pages.
6. Participates in identifying and recommending DEI programs, policies and strategies that align with system priorities.
7. Plans, coordinates and implements assigned system wide and department projects.

Secondary Duties:

1. Conduct incidental clerical duties in support of department.
2. Serve on various internal and external committees effecting KCLS strategies and operations.
3. 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.

Ethics, Values, and Judgment

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.

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.

Interpersonal Savvy

Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

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.

Teamwork/Collaborating

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

Desired Minimum Qualifications:

A typical way of obtaining the knowledge, skills and abilities for this position is:

- Graduation from a four-year college or university; or
- An equivalent combination of training and experience with demonstration of:
 - Commitment to diversity and the library's mission, vision, and values;
 - Knowledge and understanding of best practices in organizational diversity, equity, and inclusion, particularly through a racial equity, social impact, and intersectional disability lens;
 - Experience organizing and maintaining large and small scale projects; and
 - Excellent written and interpersonal communication skills with the ability to establish positive rapport.

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:

Work is performed in a typical office environment. Some travel to the KCLS locations through King County and evening or early morning meetings.

Advancement Possibilities:

Project Specialist – Public Services
Library Access Coordinator
Social Impact Coordinator
Depending on education, training, and experience.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Final: 1/10/2022