



37.5 Director of Equity and Social Justice		Job Description	
<b>Direct Report</b>	Library Director	<b>Grade</b>	I
<b>Department</b>	Library	<b>FLSA</b>	Exempt
<b>Division</b>	Administration	<b>Bargaining Unit</b>	Non-Union
<b>Date</b>	DRAFT	<b>Location</b>	Library

### **Summary**

This position fosters and supports a Reading culture of equity, diversity, and belonging. Based in the Public Library Department, the Director plans and implements programs and initiatives that educate, empower, and connect the community around issues related to bias, discrimination, and equity. This position also works and communicates collaboratively with the town departments, organizations, businesses, and with individual residents.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plans and implements community-based educational opportunities, professional development, and outreach in collaboration with community partners.
2. Develops short-term (1 year) and long-range (2-5 years) plans that support community-wide and sector specific goals for equity, diversity, and belonging.
3. Facilitates related meetings, community forums, and groups.
4. Seeks out grant funding for related programs and activities.
5. Responsible for the administration of related grants.
6. Oversees division related fiscal tracking and reporting obligations under the guidance of the Library Director.
7. Develops and implements community needs assessment tools and data collection for planning and evaluation purposes.
8. Provides regular reports, updates, and communications to the Board of Library Trustees.
9. Provides as needed reports, updates and communications to town departments, boards and elected officials, and the general public.
10. Conducts qualitative and outcome-based measurements for programs.
11. Cultivates ongoing partnerships with town departments, elected boards, and organizations.
12. Networks and collaborates with regional and State resources and organizations.
13. Drafts and implements procedures and programs that reflect trends and best practices in the field.
14. Provides space and facilitates access to resources for the community around issues related to diversity, equity, and belonging.
15. Serves as a resource for town government agencies and Reading-based civic organizations seeking to make events and programming more inclusive. This may include direct engagement or connecting to programs or other non-municipal groups.

**Peripheral Duties**

1. Attends job-related workshops and conferences
2. Serves on employee and public committees as required
3. Keeps abreast relevant local, state, and federal laws and regulations.
4. Has access to confidential information.

**Supervisory Responsibility**

1. Maintains communications and records as required by law.
2. Works with considerable independence in setting own daily work plan.
3. Requires exercise of significant independent judgement and initiatives in situations beyond established procedures.

**Competencies**

Personal Effectiveness	Credibility / Confidentiality	Attention to Detail
Collaborative Skills	Communications	Resource Management
Technical Knowledge	Leadership / Management	Quality Control
Discernment/Judgment	Problem Solving	Planning & Organizing

**Work Environment**

Work is mostly performed in an office environment. The noise level is usually quiet.

**Work Hours**

This is an exempt position scheduled for 37.5 hours per week Monday through Friday with 6-8 hours of public service desks shifts. The nature of this position may require additional attendance at night-time meetings or supplemental desk coverage for evening and weekend shifts.

**Minimum Qualifications**

1. Graduation from an accredited college or university with a Bachelor’s Degree in any subject, but related field\* preferred.
2. Master's Degree in closely related field\*; and
3. At least ten (10) years of professional-level experience, two (2) years in a supervisory position preferred; or
4. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

*\*Related fields include but are not limited to: community social psychology, human resources, instructional technology and training, organizational development and behavior, peace and conflict studies, psychology, social change, social work, sociology*

**Special Requirements**

None.

**Additional Knowledge, Skills and Abilities**

1. Knowledge of best practices in education and support of diversity, equity, and belonging;
2. Excellent ability to communicate effectively, orally and in writing;
3. Excellent organizational ability, multi-tasking skills, creativity, flexibility, and imagination;
4. Experience with conflict transformation, mediation, or peacebuilding;
5. Ability to maintain confidential information;
6. Ability to exercise independent judgment;
7. Ability to establish effective working relationships with the general public and town employees;
8. Ability to supervise, guide, direct, and motivate volunteers;
9. Experience with and understanding human and civil rights issues preferred;
10. Experience in social services related field preferred;
11. Knowledge of budgeting and related financial management practices, preferred.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.