



## *See* Yourself Here.

*The Dayton Metro Library is recruiting for a full-time **Assistant Director for Equity, Diversity and Inclusion**. This newly created position will report to the Equity, Diversity and Inclusion Director and will enjoy an office at the Main Library in downtown Dayton. The successful candidate will possess in-depth knowledge of best practices to lead equity, diversity and inclusion training initiatives. They will also demonstrate cultural awareness and be able to foster a positive, inclusive experience for others by working with Library management to review policies through an EDI lens. Experience with organizational change management is a must! Join our team today!*

*DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.*

*Further, we recognize the importance of language diversity on our team as Dayton was the first city in the United States to earn the status of "Certified Welcoming" city. We encourage applications from individuals that are fluent or proficient in any non-English languages commonly used in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish, Swahili, and American Sign Language (ASL).*

### **Essential Job Duties**

- Establishes and supports strategic objectives for equity, diversity and inclusion (EDI) activities which support the Library's mission. Leads all aspects of the Library's EDI training and professional development strategy. Exercises discretion and independent judgment with respect to related issues.
- Leads the coordination, development, and oversight of the Library's Racial Equity Plan in collaboration with the Equity, Diversity, and Inclusion Director.
- Provides direction to and supervision of the Newest Americans Specialist, the LGBTQIA+ Services Specialist and the Older Adult Specialist. These Specialists are responsible for system-side planning of external support services and internal staff training to enhance DML's service models and offerings for diverse patrons.
- Oversees the Library's Social Justice Speaker Series consisting of nationally recognized authors, practitioners, and activists in collaboration with the Cultural Programming Manager.
- Coordinates collaboration across Library departments in partnership with Public Service Directors and department heads to review and revise patron-facing service models, policies, practices, and procedures through an equity lens.
- Leads the Inclusion, Diversity and Equity Alliance (IDEA) as Chair or Co-Chair. Chairs or Co-Chairs other committees, task forces, and working groups as needed or requested.
- Establishes and evaluates benchmarks for staff intercultural proficiency with measures for accountability that advance the Library's mission. Exercises discretion and independent judgment with respect to related issues and confidential information.
- Keeps abreast of national, statewide, and regional best practices and resources for organizational implementation. Assesses system performance, analyzes current practices, and provides advice on appropriate changes. Supports strategies and tactics set forth in the



2020 EDI Audit, additional external audits, and feedback from the Equity, Diversity, and Inclusion Director.

- Takes a leadership role in mentoring, coaching, and guiding members at mid-management level positions on EDI matters to foster buy-in, belonging, and accountability.
- Supports overall strategic planning, implementation, evaluation, and communication of organizational and departmental progress.
- Collaborates with Human Resources to mitigate bias in hiring decisions and staff evaluations through training.
- Identifies opportunities for the Library to participate in EDI initiatives within the community and across the library profession to position Dayton Metro Library as an industry and community leader.

### Job Qualifications

- Bachelor's degree from four-year college or university and minimum of five years of increasingly responsible experience at a professional level. Master's degree preferred. Prior Library experience helpful but not required.
- Ability to design, implement, and evaluate a comprehensive equity, diversity, and inclusion training program. In-depth knowledge of best practices to lead EDI training initiatives is strongly preferred. Knowledge about assessment and evaluation of EDI efforts is required.
- An excellent command of core EDI concepts and best practices, as well as strong capability in organizational change required.
- Demonstrated cultural awareness, ability to foster a positive, inclusive experience for others. Ability to inspire trust and commitment to EDI initiatives. Ability to implement anti-racist and anti-bias strategies.
- Ability to effectively present information and respond to questions from staff, patrons, and members of the community individually and in a group setting. Ability to deal effectively with confrontational individuals and/ or challenging situations.
- Possesses a track record of fostering, driving, and implementing innovative ideas with broad impact.
- Maintains connections to community-based organizations to help our community's most vulnerable populations access Library materials, programs and services. Involvement in social justice efforts is a plus.
- Possesses experience developing a broad range of staff resources to support the holistic needs of the community to advance inclusive excellence.

**Compensation and Benefits:** Salary is negotiable starting at \$63,103 annually. Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

**Application Process:** Please submit a cover letter and resume to Jennifer Kadel at [careers@daytonmetrolibrary.org](mailto:careers@daytonmetrolibrary.org). This position is open until filled.

*The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*