DIRECTOR – DIVERSITY, EQUITY & INCLUSION  
(Full-time, exempt)  
Position # 270127001

DATE: October 22, 2020
LOCATION: 5550 N Union Blvd., Colorado Springs, CO  80918
STARTING SALARY: $31.54 + full benefits (For details about benefits, see: http://ppld.org/jobs/benefits)

POSITION HOURS: 40 hours per week:  
Monday-Friday 8 a.m. - 5 p.m.

Flexible scheduling based on programming and library requirements. May have occasional shifts at other PPLD Libraries Evenings and weekends will be required for programs and other library requirements.

Note: Regular schedule will be subject to changes due to programs, required meetings, training events, etc. Management may require modifications to a position’s schedule, days, times and locations at any time as the needs of the Library District change.

PROCEDURE FOR APPLICATION:
1. Complete a PPLD online application located at ppld.org/Jobs on the Application tab
2. Attachments should be submitted in the following file types: .doc, .xls, .xlsx, .pdf, .htm
3. A Cover Letter addressing why you would be a good fit for this position is required.
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333 Ext. 6380

CLOSING DATE: This position will remain open until filled; preference given to applications received by Thursday, November 12, 2020 by 9:59 p.m. MDT

CONDITIONS OF EMPLOYMENT:
All selected candidates...
- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986) Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities
- may be required to undergo a physical examination after a job offer is extended in order to ensure that the job’s physical requirements are met
- must understand and comply with PPLD’s drug-free workplace policy
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law

As an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.
POSITION SUMMARY: Operates in a diverse environment to help fulfill the Library’s mission by introducing and providing innovative programming and services to promote diversity, equity, and inclusion (DEI) as community and organizational needs indicate.

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.

- Serves as strategic advisor to the Library’s leadership team and provides consultation to support administrators and library staff as they work to incorporate DEI principles and awareness in their efforts and services.
- Responsible for the development and implementation of Pikes Peak Library District’s DEI efforts and initiatives.
- Collaborates with fellow directors to provide DEI expertise and consultation on development of programs and initiatives.
- Plans and facilitates new initiatives and activities that promote inclusion, access, and cultural proficiency.
- Works with other departments to assist in establishing and maintaining strong DEI processes.
- Leads and supports the Equity and Inclusion work team; participates with others in cross-functional teams to accomplish goals and objectives.
- Leads the development of an implementation and assessment plan for the DEI program, in collaboration and consultation with other experts in the Libraries and community.
- Develops, coordinates, and implements short- and long-range plans for district-wide services that meet Strategic Plan goals and objectives.
- Through leadership and presentations, informs community organizations on national and global efforts, policies, and practices to deconstruct systems of oppression.
- Leads, networks, and participates in the DEI community across the library profession; actively participates in national and international forums.
- Creates alliances with allied organizations, entering into and managing partnerships where appropriate.
- Collaborates with the Library’s HR Office and hiring authorities to integrate best practices into recruitment processes, selection, and onboarding for positions within the District.
- In collaboration with HR, works with managers and others to establish and maintain effective retention and professional development supports, with special attention to supports for members of historically underrepresented and excluded groups.
- Works with Communications Department to ensure that all Library communications are culturally sensitive and responsive.
- Hires, supervises, coaches and monitors the development of DEI staff members; prepares annual performance appraisals as scheduled.
- Develops and maintains the DEI budget; authorizes and monitors expenditures.
- Provides excellent direct customer service and models expert customer service for staff; presents a courteous, positive image of the library and maintains confidentiality in customer and staff interactions.
- Coordinates the publicity for all DEI programs with the Director of Public Relations & Marketing.
ADDITIONAL DUTIES AND RESPONSIBILITIES:
Duties are considered non-essential and include the following:

- Participates in special projects as assigned.
- Keeps informed about Library and department information.
- Encourages professional development of DEI staff through participation in community and professional organizations.
- Takes an active role in library and/or DEI professional organizations.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
The employee is expected to perform or possess the following:

- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Ability to supervise, plan, and coordinate the work of staff in order to accomplish library goals and objectives.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department, with staff at all levels, community partners and the public at large.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

EDUCATION AND EXPERIENCE:
1. Requires a Master’s degree in social work, ethnic/gender studies, organizational development, library science (MLS or MLIS) or other related field.
2. Requires a minimum of three years of DEI experience, including a minimum of two years of demonstrated success in leading teams and directing departmental operations.
3. Experience in developing and implementing a diversity strategy preferred.
4. Bilingual ability is a plus in serving a diverse community.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally stand for extended periods of time. Position requires the ability to occasionally lift up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.