



## August 2, 2021 **Job Posting**

37.5 Hrs.	Director of Equity and Social Justice	Job Description	
<b>Direct Report</b>	Library Director	Grade	I Expected Hiring Range <b>\$73,027.50 - \$75,972.00 annually</b>
<b>Department</b>	Library	FLSA	Exempt
<b>Division</b>	Administration	Bargaining Unit	Non - Union
<b>Date</b>	August 2021	Location	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 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 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 quantitative, 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 for 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.

### **Supervisory Responsibility**

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

### **Work Hours**

This is an exempt position scheduled for 37.5 hours per week Monday through Friday. The nature of this position may require additional attendance at night-time meetings.

### **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 seven (7) to 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 education, community social psychology, human resources, instructional technology and training, organizational development and behavior, peace and conflict studies, psychology, social change, social work, sociology*

Applicant should be able to meet the requirements of the position as outlined in the attached position description for Director of Equity and Social Justice. Applicant should state education, training and experience which they feel has provided them with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at [www.readingma.gov](http://www.readingma.gov) until filled.

A full job description is available upon request  
Sean D. Donahue  
Human Resources Director  
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