



Chief Diversity, Equity & Inclusion (DEI) Officer

April 2022

The **Village of Oak Park**, Illinois, a dynamic community, located just eight miles west of Downtown Chicago, is accepting applications to fill the **Chief Diversity, Equity & Inclusion (DEI) Officer** position. Under the general direction of the Village Manager, this newly created position of Chief Diversity, Equity & Inclusion (DEI) Officer collaboratively develops and drives organization-wide racial equity, inclusion strategy, ensuring timely execution of objectives, and continuously monitoring the progress towards reaching milestones. This employee provides joint leadership with the Assistant Village Manager/Human Resources Director in collaboration with the Executive Leadership Team to ensure the organization employs strategies to attract, develop and retain members of underrepresented groups and engages the broader community to ensure that diversity, equity, and inclusion is fairly represented within the Village of Oak Park organization.

The incumbent provides subject matter expertise in the professional practice of assessing and employing methods and strategies for achieving racial equity utilizing a collective impact approach and works collaboratively with Village staff while also facilitating community engagement to help guide equitable development and implementation of Village policy, programs, and services. The incumbent also coordinates engagement with Village staff, commissions, residents, community-based organizations and anchor institutions, and the local business community to assist with: implementing programming and events that celebrate diversity, cultural heritage, and the unique multicultural identity of Oak Park; fostering an inclusive community culture and positive intercultural relations; enabling opportunities for community reconciliation where necessary; and preserving and advancing Oak Park's policy and operational commitment to being a welcoming community.

The ideal applicant should have five years of diversity, equity and inclusion and/or anti-racism work and possess training equivalent to a Bachelor's degree from an accredited college or university with major course work in Human Resource management, organizational development, industrial/organizational psychology, sociology, social work, business administration, or a related field, or a combination of experience and education that is equivalent. A master's degree in a qualified area is preferred.

The ideal applicant will be able to accomplish the items listed below:

- Serves as member of Executive Leadership Team and principal advisor of the Village Manager and organization on current and proven diversity, equity and inclusion policies and practices.
- Oversees the Office of Racial Equity, Access, and Collective Impact to implement programs, services and events that operationalize Village goals and priorities for advancing racial equity and access within the organization and community.
- Consults Village of Oak Park leaders in developing and implementing a Racial Equity Action Plan and Racial Equity Toolkit for the purpose of integrating diversity, equity and inclusion management goals and strategies into all organizational and planning processes and practices. This includes leading community engagement, developing and presenting research, identifying key indicators and performance measures, communicating, and reporting progress and ensuring that racial equity serves as a key component of decision-making within the Village organization.
- Develops, leads, and supports the Village organization's Equity Team for the purpose of developing and implementing racial equity metrics to benchmark organizational progress toward goals.
- Provides training and support to internal stakeholders in implementing Racial Equity Action Planning tools and strategies to further racial equity goals.

- Conducts comprehensive review of Village policies, procedures and other practices utilizing Racial Equity toolkit; Supports Village leaders and stakeholders to implement Racial Equity tools in the development and presentation of new policies, procedures, and other practices
- Serves as an organizational and community resource, thought partner and subject matter expert on racial equity and inclusion.
- Assumes responsibility for racial equity tasks within the organization including building and maintaining relationships with relevant internal and external stakeholders, thought leaders, community partners and vendors.
- Oversees the efficacy of the Racial Equity Plan, tracking and monitoring relevant data to determine if the Village is advancing its racial equity goals.
- Develops and provides Racial Equity training to employees and other stakeholders as directed.
- Collaborates with the Assistant Village Manager/Human Resources Director to coordinate implementation of employee training programs and initiatives on diversity, equity, and inclusion and in consulting with Village Department leaders in developing and implementing plans and programs to assist with meeting diversity goals and objectives for recruitment, hiring, and retention of Village personnel.
- Engages and empowers Village employees to help lead and coordinate internal and external diversity and inclusion related events and activities.
- Provides leadership to ensure effective planning and implementation of equitable and inclusive community and civic engagement strategies, programs, events, and educational activities.
- Provides relevant expertise and liaison support for assigned Village commissions related to the advancement of diversity, racial equity, and inclusion.
- Assess the needs for language and disability access and provides guidance, leadership, and oversight of related Village policy, programs, services, and initiatives.
- Performs related duties and responsibilities as assigned.

Compensation, Benefits, Experience and Training

The starting compensation for this position is \$115,000. This is an exempt, non-union position. For more information about this Chief Diversity, Equity & Inclusion (DEI) Officer position or to apply, visit: www.oak-park.us/jobs. Submit applications and resumes by mail to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL, 60302; or by e-mail to jobs@oak-park.us. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation plan, social security, health & life insurance, vacation, sick leave and other benefits. Applications will be accepted until filled. Open until filled.



Human Resources
Reports to: Director of Human Resources
Non-Union: Exempt Job
Pay Grade: 14-PM

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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the general direction of the Village Manager, the Chief Diversity, Equity & Inclusion (DEI) Officer collaboratively develops and drives organization-wide racial equity, inclusion strategy, ensuring timely execution of objectives, and continuously monitoring the progress towards reaching milestones. This employee provides joint leadership with the Assistant Village Manager/Human Resources Director in collaboration with the Executive Leadership Team to ensure the organization employs strategies to attract, develop and retain members of underrepresented groups and engages the broader community to ensure that diversity, equity, and inclusion is fairly represented within the Village of Oak Park organization.

The incumbent provides subject matter expertise in the professional practice of assessing and employing methods and strategies for achieving racial equity utilizing a collective impact approach and works collaboratively with Village staff while also facilitating community engagement to help guide equitable development and implementation of Village policy, programs, and services. The incumbent also coordinates engagement with Village staff, commissions, residents, community-based organizations and anchor institutions, and the local business community to assist with: implementing programming and events that celebrate diversity, cultural heritage, and the unique multicultural identity of Oak Park; fostering an inclusive community culture and positive intercultural relations; enabling opportunities for community reconciliation where necessary; and preserving and advancing Oak Park's policy and operational commitment to being a welcoming community.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Village Manager.

EXAMPLES OF DUTIES - Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities

1. Serves as member of Executive Leadership Team and principal advisor of the Village Manager and organization on current and proven diversity, equity and inclusion policies and practices.
2. Oversees the Office of Racial Equity, Access, and Collective Impact to implement programs, services and events that operationalize Village goals and priorities for advancing racial equity and access within the organization and community.
3. Consults Village of Oak Park leaders in developing and implementing a Racial Equity Action Plan and Racial Equity Toolkit for the purpose of integrating diversity, equity and inclusion management goals and strategies into all organizational and planning processes and practices. This includes leading community engagement, developing and presenting research, identifying key indicators and performance measures, communicating, and reporting progress and ensuring that racial equity serves as a key component of decision-making within the Village organization.



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4. Develops, leads, and supports the Village organization's Equity Team for the purpose of developing and implementing racial equity metrics to benchmark organizational progress toward goals.
5. Provides training and support to internal stakeholders in implementing Racial Equity Action Planning tools and strategies to further racial equity goals.
6. Conducts comprehensive review of Village policies, procedures and other practices utilizing Racial Equity toolkit; Supports Village leaders and stakeholders to implement Racial Equity tools in the development and presentation of new policies, procedures, and other practices
7. Serves as an organizational and community resource, thought partner and subject matter expert on racial equity and inclusion.
8. Assumes responsibility for racial equity tasks within the organization including building and maintaining relationships with relevant internal and external stakeholders, thought leaders, community partners and vendors.
9. Oversees the efficacy of the Racial Equity Plan, tracking and monitoring relevant data to determine if the Village is advancing its racial equity goals.
10. Develops and provides Racial Equity training to employees and other stakeholders as directed.
11. Collaborates with the Assistant Village Manager/Human Resources Director to coordinate implementation of employee training programs and initiatives on diversity, equity, and inclusion and in consulting with Village Department leaders in developing and implementing plans and programs to assist with meeting diversity goals and objectives for recruitment, hiring, and retention of Village personnel.
12. Engages and empowers Village employees to help lead and coordinate internal and external diversity and inclusion related events and activities.
13. Provides leadership to ensure effective planning and implementation of equitable and inclusive community and civic engagement strategies, programs, events, and educational activities.
14. Provides relevant expertise and liaison support for assigned Village commissions related to the advancement of diversity, racial equity, and inclusion.
15. Assess the needs for language and disability access and provides guidance, leadership, and oversight of related Village policy, programs, services, and initiatives.
16. Performs related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, activities, principles and practices of a diversity, equity, and inclusion.
- Principles and practices of public administration, urban affairs, human relations, interpersonal relations, racial equity and/or anti-racism work.



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- Principles and practices of community and civic engagement.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of training, engagement, leadership development and performance evaluation.
- Effective communication strategies to get the proper message to a variety of employees and the community.
- Current social, political, and economic trends and problems of municipal government as they relate to Race Equity.
- Concerns and interests of civic group, governmental agencies, and the general public.
- Research and reporting methods, techniques and procedures.

Ability to:

- To lead and direct the operations, services and activities related to Racial Equity as part of a large, sophisticated organization in an urbanized environment diplomatically, effectively managing stressful situations, and projecting a demeanor of calm leadership.
- Effectively demonstrate and set the clear expectation of providing excellent customer service to both internal and external constituents.
- Assist in the training and development of staff.
- Assist in the development of racial equity goals, objectives, and procedures.
- Interpret and apply Federal, State, and local policies, laws, and regulation.
- Research, analyze and evaluate new service delivery methods. Maintain effective audio-visual discrimination and perception needed for:
- Maintain effective audio-visual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment.
- Maintain mental capacity which allows the capability of:
 - Making sound decisions
 - Demonstrating intellectual capabilities

Experience and Training Guidelines

Experience: Five (5) years of diversity, equity, and inclusion and/or anti-racism work. Background in municipal government or related field is a plus. A minimum of one (1) year of supervisory experience is required.

Training: Equivalent to a bachelor's degree from an accredited college or university with



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major course work in human resources management, organizational development, industrial/organizational psychology, psychology, sociology, social work, business administration, or a related field, or a combination of experience and education that is equivalent. A master's degree in a qualified area is preferred.

Vaccination against COVID-19 is strongly preferred.

WORKING CONDITIONS

Work in an office environment; sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time and sustained posture in a seated position for prolonged periods of time. No environmental hazards.