

*Tompkins
County*

WILL YOU BE OUR FIRST CHIEF EQUITY AND DIVERSITY OFFICER?

Annual Salary: \$77,168 - \$83,865
New York State Retirement and Excellent Benefits

APPLY BY 7/19/2020

Visit: www.tompkinscountyny.gov to apply!

- (1) Choose "County Employment"
- (2) On the left side of the screen, choose "Vacancy List."
- (3) Find the Chief Equity and Diversity Officer opportunity to review the full job description .
- (4) Select "Apply."
- (5) Create your profile to continue. Complete the application and upload a cover letter and CV or résumé and any other supporting documentation you would like us to consider.
- Call 607-274-5526 for assistance with any questions or challenges.

Phone interviews will be held during the week of July 22nd, 2020 and final interviews the week of July 27th, 2020.



The Chief Equity and Diversity Officer reports directly to the County Administrator and partners with senior leaders to develop and drive forward the key strategies of the organization. The Chief Equity and Diversity Officer leads Tompkins County's commitment and strategy to be a diverse, anti-racist, equitable, and inclusive organization. S/he/they are responsible for setting and implementing an overarching vision of diversity, equity, and inclusion (DEI) for Tompkins County, at the programmatic and administrative levels. This CEDO is an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

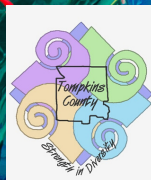
For the full job description visit:
tompkinscivilservice.org/civilservice/jobs

The people of Tompkins County are welcoming, civically engaged and diverse. The County offers a vibrant city center, quaint villages and hamlets, forested hillsides, rolling farm land, over 26,000 acres of State Forests and Wildlife Management Areas, and nearly 3,000 acres of State Parks. Ithaca, our county seat, with a population of 30,750 (2016 est.) has a small-town atmosphere yet showcases qualities of a much larger city through an abundance of restaurants, theater, arts, shopping, cultural activities, and community festivals and events. To learn more about living, working, and playing in Ithaca and Tompkins County visit www.liveinithaca.org.

OUR COMMITMENT

Tompkins County values integrity, accountability, respect and community, and will provide our employees with a wide range of responsibilities intended to realize those values.

The Chief Equity and Diversity Officer serves as an integral part of Tompkins County government and will support an inclusive culture that enables a diverse workforce to work together at their highest level throughout our various County departments and the Community.



THE TOMPKINS COUNTY

CHIEF EQUITY AND DIVERSITY OFFICER IS A/AN...

VISIONARY & STRATEGIST

The Chief Equity and Diversity Officer (CEDO) defines the overarching vision, identity, and strategy to continue our growth and development as a diverse, equitable, and inclusive organization. This includes:

- Applying research, best practices, and the community voice to all that we do, the CEDO assists in defining a vision for success with respect to County diversity, equity, and inclusion initiatives (DEI).
- Developing, monitoring, analyzing, and reporting on key performance indicators regarding programmatic practice, internal and external DEI metrics, and organizational culture and practice.
- Partnering with the Performance Management Coordinator to ensure continuous learning and quality improvement regarding key indicators, DEI metrics, and organizational culture and practice.

SKILLED LEADER

The Chief Equity and Diversity Officer works collaboratively with the Diversity and Inclusion Infusion Team and the Workforce Diversity and Inclusion Committee, as well as internal programmatic teams to ensure that organizational culture, practice, and leadership development programming are anchored in our vision for equity and inclusion.

COMMUNICATOR & DIPLOMAT

The Chief Equity and Diversity Officer is responsible for shaping the equity strategy and guiding efforts in line with that strategy. The CEDO holds all stakeholders accountable, encourages self-reflection regarding implicit biases, works through difficult

conversations and situations, and assists others should they fall short of meeting the goals set forth in the equity strategy. This work requires superb communications skills, both written and verbal, and strong diplomacy skills. The CEDO is a strong listener and can build a robust network of partnerships across the organization and community in order to achieve justice, equity, diversity and inclusion goals.

INNOVATOR

As an innovator, the CEDO will utilize various methods to approach their daily work, as well as keep up with emerging trends in the field.

The CEDO shares ideas freely, celebrates challenges and failures as learning and growing experiences, and is not afraid to implement unconventional methods in order to accomplish strategic goals.

LIFE-LONG LEARNER

The Chief Equity and Diversity Officer is not only new to Tompkins County, but is a relatively new position throughout the public and private sector. Therefore, the role is still developing and evolving frequently. There is no set path; the Officer will need to be constantly learning to face systemic, institutional, and long-held challenges.