

*Delaware County, PA*

# Diversity, Equity, and Inclusion Officer



*201 West Front Street, Media, PA*



## About Delaware County

With a population of 562,960, Delaware County is a dynamic, fast-growth region strategically located southwest of Philadelphia. Named for the Delaware River, Delaware County is the oldest settled section of Pennsylvania presently consisting of over 184 square miles divided into forty-nine municipalities.

Delaware County is the fifth most populous in the state and the third smallest land mass. From Delaware County you can efficiently reach domestic and global markets through a robust network of highways, railways, waterways, and airways. The county is poised for success and complemented by some of the best educational institutions and medical facilities in the country along with cutting edge technology such as the Boeing Vertol V-22 manufactured in Delaware County. Delaware County houses eleven colleges and universities including Villanova University, Haverford College, Swarthmore College, and Penn State Brandywine Campus.

Delaware County is home to six county parks and Ridley Creek State Park which encompasses more than 2,606 acres of Delaware County woodlands and meadows. The gently rolling terrain of the park, bisected by Ridley Creek, is only 16 miles from center city Philadelphia and is an oasis of open space in a growing urban area.

Delaware County's neighborhoods offer boundless options to satisfy a wide range of preferences that include thriving urban centers, peaceful suburbs, diverse housing options, exceptional schools, award-winning healthcare, nature, playgrounds, and shopping. Delaware County offers world-renowned art museums, festivals, gardens, and historic battlefields; five-star restaurants, wineries, and hometown brew pubs are also a staple of the region.

## Delaware County Government

Delaware County consists of a five-member elected Council. In May 1975, the residents of Delaware County approved a Home Rule Charter plan which was later effective in January 1976. The County thus became the first in the state of Pennsylvania to become a Home Rule county.

The Home Rule Charter gives County Council the authority to pass ordinances, resolutions and proclamations and to provide budget and personnel to the needs of the residents as they arise. Council is responsible for adopting a budget each calendar year, raising funds through taxes or bonds for capital projects, setting payroll scales and employee size.

County Council is involved in activities pertaining to economic development, public transportation, waste disposal, human services, land use and culture. The Council also decides the best means of providing services which are required by law or are necessary for the well-being of the county and determines the participation of the County in intergovernmental programs involving federal, state, and local government as well as distribute federal and state grants for social services.

The Council is also responsible for all legislative and administrative functions of the county government. Although Council has overall responsibility for all actions of county departments, the Executive Director, a County Council appointee, is directly responsible for the operations of certain departments as outlined in the Home Rule charter or as assigned by County Council. The primary administrative level staff assistance is provided to Council by the Executive Director and the County Clerk. Legal guidance and representation is provided by the Solicitor.

Members of County Council are elected on an at large basis to four-year terms at staggered two-year intervals when municipal elections are held, which occur in odd numbered years.



## The Position

The County of Delaware Diversity, Equity, and Inclusion Officer (DEIO) provides leadership, guidance, direction and insight on overcoming the historic, systemic, and current barriers that prevent all members of our community from growing and prospering on equal footing, creating safe and healthy neighborhoods, providing access to educational and career opportunities, and enjoying the exceptional quality of life the County offers. The DEIO's reach is broad and has influence both internal and external to the County's governmental operations. Internally, the DEIO reviews, monitors, reports, and influences practices in the areas of recruiting and workforce development, procurement, sustainability and resiliency, delivery of health and human services, and community justice reform. Externally, the DEIO connects the County's services with community members in need; oversees programs to grow minority, woman, and disabled veteran businesses; develops neighborhood partnering programs; works with partners in the educational community; and provides support to other governmental and private sector entities. The DEIO reports to the Executive Director and is a member of the Director's Executive Team.

The person who joins the County's team will have an historic role as the County's first Executive Officer dedicated to recognizing and developing approaches to overcome the longstanding barriers that have divided the County and lead to disparate and inequitable outcomes based upon race, ethnicity, gender identity, economics, and geography. The DEIO will build and shape a program from ground level, carving out and identifying resources and building partnerships. The DEIO will need the confidence and courage to engage, influence, and inspire community leaders and stakeholders in the government, education, business, health, and non-profit sectors – working beyond formal authority to achieve desired outcomes.

## Essential Duties

- Serve as a member of the County's Executive Leadership Team and provide presentations, briefings, and written information to elected and appointed leaders.
- Represent the County to external civic, professional, governmental, trade, and stakeholder groups.
- Participate in evening, weekend, and holiday meetings and events as required and appropriate.
- Review County policies and administrative practices to identify and eliminate systemic and institutional biases and barriers.
- Oversee the develop and implementation of a comprehensive plan to promote diversity and inclusion in the recruitment, advancement, and retention of the County workforce – including creating and serving as the Chair of a DEI Committee; creating, delivering, and sustaining training programs and protocols; identifying and managing resource requirements; and integrating the plans with other County strategic initiatives.
- Serve on County working groups in the areas of community justice reform; health and wellness; education; business initiatives; and other areas as needed and requested.
- Participate in the hearing of grievances when requested and provide input concerning inequitable treatment of County team members.
- Complete other duties as the Executive Director assigns.

## Experience and Qualifications

- Success as a collaborator and relationship builder, with strong interpersonal skills and the ability to build coalitions and working relationships across a broad range of individuals and groups.
- Demonstrated track record in leading change with an understanding of the contexts, cultures and politics within institutions that impact the implementation of effective diversity change efforts.
- Demonstrated cultural awareness and agility and ability to build trust, credibility and navigate a complex landscape.
- Demonstrated success in identifying and implementing best practices of diversity and inclusion and an excellent command of modern diversity and inclusion concepts and issues.
- Demonstrated success in working collaboratively to develop and implement recruitment and retention strategies focused on building a diverse workforce.
- Knowledge of laws, regulations and guidelines related to diversity, inclusion and nondiscrimination.
- Proven analytical and managerial skills with the abilities to identify and manage resources, develop metrics and monitor performance, prepare and delivery presentations and written information
- History of effective leadership in a culture of shared governance.

The County is not prescribing specific threshold criteria, but requests that applicants provide a narrative on how their life experiences - including education, employment, experiences with the community/criminal justice system, and other significant events – have best prepared them for this opportunity.

## Salary

The DEIO's salary will be commensurate with the members of the County's Executive Team. The County offers a competitive benefits program consisting of a choice of medical plans, retirement, paid time off, and educational opportunities. Residency in the County is required, and relocation assistance may be provided.

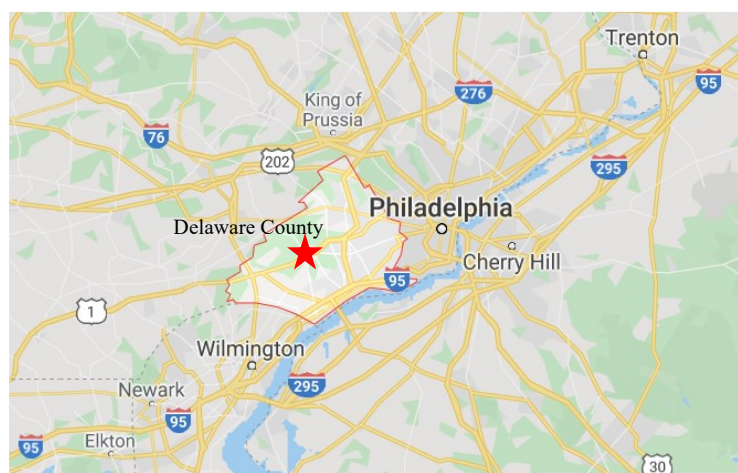
## How to Apply

Interested applicants should forward a cover letter and resume to:

**resumes@affionpublic.com**

**Reference: DELCODEIO**

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)



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