

Fairfax County Government Job Announcement

CSB Director of Equity and Inclusion (Management Analyst IV)

Salary - \$80,764.32 - \$134,606.99 Annually

Location - FAIRFAX (HH12), VA

Job Type - FT Salary W BN

Department - Community Services Board

Job Number - 21-00715

Closing - 5/7/2021 11:59 PM Eastern

Pay Grade - S31

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3053981/csb-director-of-equity-and-inclusion-management-analyst-iv?keywords=csb&pagetype=jobOpportunitiesJobs>

Job Announcement

Under the direction of the CSB Executive Director, the CSB Director of Equity and Inclusion will be the CSB lead on issues related to cultural competence, equity, diverse workforce development, training, outreach to diverse communities and engaging under representative individuals. The individual will create and execute targeted strategies to help the CSB engage with populations and communities who are underrepresented in accessing and remaining engaged in its services.

This individual will advance the CSB's diversity and inclusion plan by developing and providing Government Alliance on Race and Equity (GARE) driven strategic race and social equity training initiatives for all staff, targeted development activities for underrepresented staff, and strengthening the CSB's ability to serve a diverse community. While Identifying any institutional barriers to diversity, equity, and inclusion, and working with CSB and Fairfax County leadership, the CSB Director of Equity & Inclusion will work to remove barriers that will ensure full and equitable participation for existing and future staff. Collaborating closely with the Fairfax County chief Equity Officer and assisting with implementing the County's "One Fairfax" Initiative, the successful candidate will also prepare written communication, presentations, and reports for diverse audiences.

Functional areas: Social Equity, Workforce Development, EEO, Diversity, Multiculturalism, or Inclusion

Note: To learn more about careers that make a difference, watch our video "[CSB: Making a Difference in Our Community](#)".

Illustrative Duties

(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

- Directs and manages long-term, large-scale, high-priority, sensitive programs/projects that are multi-disciplinary and involve multiple agencies;
- Manages a group of professionals engaged in diverse administrative and management support activities;
- Establishes and implements program policies, develop and manages the budget for designated programs;
- Ensures County programs reach the intended populations and targeted benefactors;
- Directs research and evaluation of trends in applicable areas of responsibility;
- Develops long- and short-term goals, objectives and solutions for division;
- Interfaces with central County staff departments (such as DMB, DHR, Finance, Purchasing and Supply Management) for seamless collaboration;
- Provides consultation on strategic planning, organizational development and redesign projects;
- Prepares for and presents to County Board of Supervisors (or Committee) regarding areas of expertise and responsibility.

Required Knowledge Skills and Abilities

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list).

- Extensive knowledge of the mission, goals, objectives, funding sources, organizational structure, workload, and staffing of the organizational unit or program to which incumbent is assigned;
- Extensive knowledge of the principles, practices, and techniques relating to the functional area of business operation;
- Extensive knowledge of statutory and regulatory requirements governing application of program funding, execution of program activities, and achievement of program outcomes;
- Knowledge of the legislative and executive decision making processes;
- Knowledge of the project management life cycle and its supporting phases;
- Ability to identify organizational problems, evaluate possible solutions, and select and implement the most advantageous course of action;
- Ability to identify and determine appropriate methods for gathering data;
- Ability to make oral presentations to department management, other departments, or the public;
- Ability to write detailed, accurate reports, grants, or solicitations for pertinent areas of administration;
- Ability to manage professional and paraprofessional employees including coaching, counseling, training, and evaluation.

Employment Standards

MINIMUM QUALIFICATIONS:

[Any combination of education, experience, and training equivalent to the following:](#)

(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")

Graduation from an accredited four-year college or university with a bachelor's degree in fields related to the assigned functional areas; PLUS Five years of professional work experience within more than one of the assigned functional areas.

CERTIFICATES AND LICENSES REQUIRED:

Valid Driver's License.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check, a Child Protective Services Registry check, a driving record check, and sanction screening to the satisfaction of the employer. A TB screening upon hire and annually thereafter.

This position is emergency/essential services personnel. (Required to report for duty during inclement weather and/or other emergencies).

PREFERRED QUALIFICATIONS:

- Master's degree in a related field.
- Experience working with senior management and leading an agency wide initiative in a medium to large organization.
- Experience developing, implementing, and evaluating programs/projects with well-defined objectives.
- Experience in racial equity and social justice work.
- Significant experience in program/project management including effective communication, development of documents and reports, defining objectives, researching best practices, evaluation of results and plans, and ensuring that timelines are met.
- Ability to develop and maintain working relationships with diverse coworkers and community members.
- Ability to utilize these relationships to strengthen the CSB's ability to provide services to these communities.
- Ability to write clearly, gather information and compose concise executive summaries, compose correspondence, reply to non-technical requests, prepare communication for newsletters, prepare communications to county departments, prepare communication for the media in coordination with the appropriate county staff to manage website content and prepare presentation materials.
- Experience in data gathering techniques including how to manage, synthesize and use information to support analysis and how to organize and present findings.
- Ability to develop customized data visualization reports and manage and maintain database. Experience managing administrative functions, managing systems for filing and monitoring and performing office management duties.

PHYSICAL REQUIREMENTS:

Job is generally sedentary in nature, however, visual acuity is required to read data on computer monitor. Ability to operate keyboard driven equipment; lift up to 15 lbs; and communicate verbally and in writing with others. Ability to travel independently to multiple sites and attend evening meetings. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel Interview and may include a practical exercise.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or status as a veteran in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.