Diversity, Equity and Inclusion Director

UNIQUE OPPORTUNITY

The County Manager is seeking a highly skilled diversity, equity and inclusion professional to champion the importance and value of a diverse and inclusive County as well as lead the execution of a vision and strategy to create a culture for equity, diversity and inclusion. The Diversity, Equity and Inclusion Director reports to a Deputy County Manager and is full time, benefits eligible. This position is an organizational leader, responsible for leveraging diversity and inclusion best practices and strengthening the cultural competency of the organization while collaborating with Coconino County departments, programs, committees and partners in order to grow, promote and sustain the vision for diversity, inclusion and equity through the development, implementation and monitoring of programs. Through this organizational collaboration, the position will work with a particular emphasis on 1) strategies for inclusive leadership, 2) access, retention and recruitment, 3) diversity and inclusion education, communication and outreach, and 4) assessment and guidance.

“Coconino County is a diverse county of many different peoples and cultures. Our County culture values serving the public and living out diversity in our workforce. Our Diversity, Equity and Inclusion Initiative is the main focus of this important position in partnership with our team members and community.”

JAMES JAYNE
Coconino County Manager

Coconino County is a land of vast and endless beauty, home to many cultures.
COCONINO COUNTY

- Coconino County is the second largest county in the contiguous United States; larger than the country of Switzerland.
- More than 140,000 people live here.
- 27 percent of the population is of Native American descent; 14 percent is Hispanic.
- Nearly a third of the residents have a college degree.
- The largest city is Flagstaff, with approximately 72,000 residents.
- Other communities include Page, Williams, Tusayan, Fredonia and Sedona.

“Coconino County’s diversity is a beautiful tapestry of different cultures and ethnic backgrounds. This rich identity of indigenous peoples and ethnic settlers of our region is a credit to our public service. Living and working authentically and bringing our whole person to work is important to the diverse public community we serve.”

LIZ ARCHULETA
County Supervisor, District 2

WHY DO PEOPLE MOVE TO FLAGSTAFF AND COCONINO COUNTY?

Nestled amidst North America’s largest stand of ponderosa pine trees, Coconino County provides Arizona residents and visitors with access to a myriad of scenic and year-round outdoor adventures, rich cultural experiences and a healthy lifestyle.

People who love the outdoors thrive in the region. National Parks, Forests and Monuments are within easy driving distance, including the world-famous Grand Canyon. Activities are countless and include downhill and Nordic skiing, snowboarding, hiking, mountain biking, kayaking, camping and fishing; and, the San Francisco Peaks provide a backdrop for some of the best fall color viewing in the state. In addition, Flagstaff has a solid reputation as a runner’s paradise and is internationally renowned as a high-altitude training mecca for Olympic-caliber athletes, especially swimmers, cyclists and runners.

Flagstaff offers amenities not often found in communities twice or even three times its size. It’s a place that values science, arts, culture and healthy lifestyles. You likely will find astronomers participating in the Flagstaff Symphony Orchestra; festivals featuring science, bluegrass and traditional Hopi dances; restaurants offering locally sourced farm-to-table food; a number of craft brew pubs and quaint boutiques. The area’s Native American influence and Old West legacy combine with a youthful vibe. Each year thousands gather in the historic downtown to ring in the New Year with the iconic Great Pinecone Drop starting from the top of the historic Weatherford Hotel.
Education is a priority here. Northern Arizona University is known for its global contributions in fields such as genetics and forest restoration. The W. A. Franke School of Business and School of Hotel and Restaurant Management are continuously nationally ranked.

W. L. Gore & Associates is the city’s largest private employer. This global science materials company engineers devices that treat a range of cardiovascular and other health conditions. The area is also home to the United States Naval Observatory Flagstaff Station, United States Geological Survey’s Flagstaff Campus, Lowell Observatory, Museum of Northern Arizona and The Arboretum at Flagstaff.

LENNA FOWLER
Chair of the Board of Supervisors
County Supervisor
District 5

FLAGSTAFF

Flagstaff is a sophisticated four-season destination city with the warmth and charm of a small town bathed in spectacular natural beauty.

• Located at 7,000 feet at the base of the San Francisco Peaks.
• Situated on the storied Route 66, and at the crossroads of Interstate 17 and Interstate 40.
• Flagstaff Airport transports thousands each year with 102,184 enplanements in 2019.
• Grand Canyon National Park is a 90-minute drive away; Sedona and the Red Rock Country are a 45-minute drive from Flagstaff.
• Arizona Snowbowl offers skiing and snowboarding; Arizona Nordic Village grooms nearly 30 miles of trails for cross-country skiing.
• More than 56 miles of trails make up the Flagstaff Urban Trail System.
• Four-and-half million people visit the historic downtown district annually.
• World-class astronomical research and public education continue at Lowell Observatory, where Pluto was discovered.
• Arts and science festivals help generate more than $90 million annually in tourism revenue.
• The Museum of Northern Arizona houses more than five million Native American artifacts, natural science specimens and fine art pieces.
• Flagstaff Medical Center is the region’s Level 1 Trauma Center.
• Flagstaff is home to Northern Arizona University, a premier research and higher education institution with more than 23,000 students.
• Coconino Community College fosters a learning environment for 10,000 students each year and is instrumental in training the County’s nurses, firefighters and paramedics.

OUR AWARD-WINNING CITY

• Named #1 “Most Up and Coming City” by American Unraveled
• Listed among the 25 Best Towns of 2017 on Outsideonline.com
• Ranked #3 for Best College Town in America by American Institute of Economic Research.com, 2017
• Recognized among the Top Four Community College Towns by TurboTenant
• America’s First STEM City
• First International Dark Sky City
• Lowell Observatory is considered “America’s Observatory” by Astronomy Magazine
As an award-winning organization with high regard for cultural diversity and the positive contributions of the many thriving cultures within our County, our nation and our society, Coconino County leads a variety of initiatives that celebrate diversity. From our annual Diversity Day and monthly Heritage Lunch & Learns to book clubs and professional development academies, which target diverse workforce members, Coconino County’s respect for diversity is shared throughout the organization. These activities are a part of our award winning Diversity and Inclusion program and are designed to raise awareness and promote appreciation of individual differences. This program is supported by an 11-member committee and assists Coconino County in building a reputation as an organization that fosters an inclusive work environment where all employees are inspired to contribute their best, and to benefit from their different perspectives, backgrounds and life experiences. We highly value our Native American, Hispanic and African American Advisory Councils and the knowledge and perspective they bring to our County. Coconino County leaders are well respected in the Diversity and Inclusion community statewide. In 2016, Supervisor Liz Archuleta was awarded the Diversity and Inclusion Leader Award through the Society of Human Resources Diversity and Inclusion Alliance. In 2017, Supervisor Lena Fowler was recognized with the same award and in 2019 Deputy County Manager Lucinda Andreani was also recognized by the Society of Human Resources Diversity and Inclusion Alliance with the Diversity and Inclusion Leader Award. Additionally, in August 2017, the Board of Supervisors unanimously adopted Resolution 2017-50, condemning hate and racial supremacy while promoting tolerance. To view Resolution 2017 – 50, click here.

In 2019, County leadership engaged Kelli McLoud-Schingen of KMS Consulting to conduct an assessment of the organization’s cultural competency, which involved many activities and assessment tools. The recommendations from this assessment are guiding the County’s implementation to further Diversity, Equity and Inclusion (DEI) efforts, such as implementing a foundational diversity training curriculum; creating a Train the Trainer Program to sustain and expand DEI training opportunities; establishing cultural Affinity Groups; extending the Intercultural Development Inventory to another 200 County team members; and creating an DEI Organizational Statement. To view the full report and recommendations, please click here.
THE IDEAL CANDIDATE:

The candidate will have a demonstrated capacity in diversity and inclusion leadership, interfacing with a broad range of departments and partners, bringing teams together, training and facilitation skills and experience resolving employee-related issues and building trust. The Diversity, Equity and Inclusion Director will collaborate with elected officials and department directors on the setting of strategic priorities and provide support for departments to work together to achieve those priorities. The leader will assist in the implementation of strategies involving diverse staff and communities. The Diversity, Equity and Inclusion Director is a key contributor to the transformational leadership vision of Coconino County that supports a strong sense of belonging and inclusion. Additional criteria for consideration are demonstrated success in a comparable or larger complex organization, interest and desire to serve the needs of Team Members, a commitment to diversity, equity and inclusion, ability to successfully develop, implement and support diversity, equity and inclusion programming and the ability to function in a fast-paced, high-demand and collegial environment. We are seeking a leader who can exert influence in a diverse and complex environment.

COCONINO COUNTY’S ORGANIZATIONAL RENEWAL VALUES INCLUDE:

PUBLIC SERVICE – We embrace our mission to serve and focus on improving quality of life in our communities with effective and impactful services.

Courage – We are passionate and bold in our actions in pursuit of the best decisions for our Community Members, Team Members and organization.

INTEGRITY – We are trustworthy, honest and accountable as individuals and as an organization.

DIVERSITY – We are inclusive and pursue equity to ensure that our workforce, services and programs reflect the richness of and meet the needs of individuals within our communities.

COMPASSION – We listen to and take care of one another, encouraging quality of life and balance for our Team Members and our Community Members.

FUN – We have fun in heartfelt and fulfilling ways to strengthen our connections with our Team Members and our Community Members.

Coconino County Organizational Renewal

• Honoring Our People • Collaborative Thinking
• Intentional & Transformational Leadership
• Nurturing A Learning Organization
THE DIVERSITY, EQUITY AND INCLUSION DIRECTOR will invest in people and organizational culture to achieve success and partnership. The individual will champion the importance and value of a diverse and inclusive County while fostering a culture of diversity, equity and inclusion.

THE POSITION:
Under general direction, performs work of considerable difficulty directing the strategic and operational functions of diversity, equity and inclusion including overseeing diversity and inclusion programmatic implementation, collaboration with internal and external partners, ensuring teamwork and collaboration across departments; performs related work as assigned.

TYPICAL DUTIES: (ILLUSTRATIVE ONLY)
• Oversees and provides materials and programs to trainers, who then lead employee training sessions. In this aspect of the role, the The Diversity, Equity and Inclusion Director provides direct coaching and leadership to the internal training team, advising them on how to best incorporate activities and materials and assess the impact of training materials on employees.
• Provides consultative leadership, partnership and coordination of resources to foster collaboration across County departments, community partners and stakeholders to achieve diversity, equity and inclusion strategic goals, resulting in significant positive impacts on our diverse constituents and communities.
• Oversees short- and long-term diversity, equity and inclusion priorities, goals and objectives to assure significant positive impact on our constituents and communities, and in doing so by maximizing effectiveness of County resources.
• Administers, develops, implements and monitors programs that promote and sustain diversity, equity, inclusion and respect throughout Coconino County.
• Creates countywide strategic plan for diversity, equity and inclusion.
• Performs countywide cultural competency assessments; develops, implements, supports and assesses diversity and equity programming, while meeting the specific needs of each department.
• Facilitates communication between partners to build trust and motivate and engage teams while building meaningful and inclusive relationships to improve services and benefit citizens.
• Demonstrates confidence, humility, integrity, accessibility, compassion, innovation, creativity, accountability and thoroughness while facilitating diversity, equity and inclusion strategy and vision.
• Acts as an ombudsman, listening to complaints, participating in investigations, providing consultation and coaching, and recommending strategies to resolve conflict.

“Most people come to Flagstaff for the environment, which is truly spectacular, but they stay because of the diversity of our communities and the warmth and engagement of the people.”

LUCINDA ANDREANI
Deputy County Manager
Director Coconino County Public Works
COMPETITIVE COMPENSATION
Salary will be commensurate with qualifications and experience.

EDUCATION AND EXPERIENCE:
Bachelor’s degree in Business/Public Administration, Human Resources, Organizational Development, Diversity, Equity and Inclusion, Communications or related field and five years of experience assessing, implementing and sustaining culturally competent organizational practices, policies and strategies in collaboration with organizational stakeholders in a diverse working environment OR, any equivalent combination of education, training or experience which demonstrates the ability to perform the duties of the position.

The ideal candidate will be an innovative, strategic and results-oriented leader with a broad vision for the role of diversity in achieving organizational excellence. They will be skilled in establishing, improving and moving forward an organization-wide diversity initiative; working with established community partners, commissions and citizens groups; developing and establishing credibility and trust working with diverse populations; and working with culturally competent organizational practices, policies and strategies. The successful candidate will be adept at facilitating difficult discussions, shepherding change, creating and strengthening partnerships and aligning an array of efforts throughout the County.

PREFERENCES:
Bilingual English/Spanish or English/Navajo speaking and writing skills. Experience with diversity issues in recruitment, retention, identity development, access and equity.

ROBUST BENEFITS PACKAGE:
Coconino County offers a comprehensive and cost-effective benefits package as a member of the Northern Arizona Public Employees Benefit Trust. In addition to medical, dental, vision, life insurance, FSAs and HSAs, the County’s insurance includes the Vera Whole Health Clinic, a clinic for Team Members and their enrolled family members. The County offers a robust wellness program, an employee assistance program, as well as tuition reimbursement, vacation sell back, personal day purchase, paid volunteer time off, training academies, leave sharing and professional development opportunities. The Diversity, Equity and Inclusion Director will also receive a minimum of 10 paid holidays and membership in the Arizona State Retirement System. For detailed information on the benefit offerings, including cost tables, visit www.coconino.az.gov/EmployeeBenefits.

APPLICATION PROCEDURE:
To learn more about the Diversity, Equity and Inclusion Director position and to apply for this excellent career opportunity please visit https://www.coconino.az.gov/843/Job-Openings. Contact Coconino County Human Resources with any questions at recruiter@coconino.az.gov or 928-679-7100.

Coconino County is an Equal Opportunity Employer.