



BOROUGH OF STATE COLLEGE, PENNSYLVANIA DIRECTOR OF EQUITY AND INCLUSION



EXECUTIVE RECRUITMENT

THE COMMUNITY

Located in beautiful central Pennsylvania, the Borough of State College is a growing, dynamic, community of over 42,000 and home to Pennsylvania State University's main campus. State College is the largest borough in the Commonwealth and is one of six communities that make up the Centre Region Council of Governments, forming a regional population of over 100,000. The area offers abundant all season recreational activities including biking and hiking trails and first-class parks and open space, including over 45 parks, Millbrook Marsh Nature Center and two community swimming pools.

Led by Penn State, the Borough has a strong economy that supports innovation and the entrepreneurial spirit. State College has been ranked in the top 100 Best Small Cities for Business and as one of the best cities in Pennsylvania for tech startups.

State College offers numerous opportunities to experience the arts. You will find live theatre, music, dance performances, museums, artist studios and galleries. State College and Penn State University offer a wide variety of performance art venues year-round. Downtown State College also offers numerous unique local and fine dining restaurants as well as shopping at specialty stores and a vibrant nightlife. The adjacency of the Penn State campus contributes to the vibrancy of downtown and the "town-gown" nature of the community.

The Borough offers a wide variety of housing in distinctive neighborhoods, including two districts recognized on the National Register of Historic Places. High performing schools also contribute to the excellent quality of life. State College Borough and the Centre Region offer all the advantages of a progressive metropolitan community.

THE ORGANIZATION

Under the home rule charter, the Borough of State College is a Council-Manager form of government governed by a seven-member Council, elected at large, for four year overlap terms. The Mayor is elected at large and serves as the presiding officer at the Council meetings. The Borough Council sets policy and has ultimate responsibility for the municipal government. Members of the Council work on a part-time basis, without compensation. The Borough Council hires and appoints the Borough Manager who is responsible for oversight of all day-to-day operations and overseeing all Borough Departments.

The Borough provides a full range of municipal services and is organized into the following departments: Administration, which includes, Communications, Financial Services, Human Resources, Information Technology, Purchasing and Records; Equity and Inclusion which includes Community Engagement; Parking; Planning and Zoning; Police, and Public Works. Fire Services, Parks and Recreation and Library services are provided through the Centre Region Council of Governments. The Borough has 172 FTEs, 29 part time employees and 7 season employees.

In 2019, the Borough adopted an update to the Borough's Strategic Plan to add "Welcome & Engage" as one of the critical success factors for the plan. The Borough has undertaken several initiatives, including the establishment of the Department of Equity and Inclusion to ensure the Borough is a welcoming and engaged community. The Borough's [Social Justice Initiatives](#) are detailed on borough's website and reported out regularly. Borough Leadership and staff have also participated in the National League of Cities' Race, Equity and Leadership (REAL) training.



THE POSITION IN BRIEF

The Director of Equity and Inclusion is a newly created position that is tasked with leading the Department of Equity and Inclusion. The Director will report directly to the Borough Manager. The Department of Equity and Inclusion is responding for coordinating and guiding efforts to make State College a welcoming and engaging community of everyone. The position will guide and coordinate efforts to assess and expand equity and inclusion in the Borough of State College.

The director will also provide guidance and support to the [Community Oversight Board](#), a nine member advisory board whose goal is to provide independent analysis of problems and underlying issues and causes to ensure that Department policies and practices support human and civil rights and work is being done to reduce or eliminate systemic bias, prevent misconduct, strengthen police-community relations, and build partnerships that promote trust and understanding between law enforcement and the community.

The Director of Equity and Inclusion will also oversee the efforts of the community engagement office whose mission is to foster activity that promotes vibrant, diverse, and safe neighborhoods and a strong sense of community. The department includes 4FTE, including the Director position, and has a budget of \$544,603 for 2022.



EXPECTATIONS AND PROJECTS

The following needs have been identified as priorities for the Borough of State College.

- Build strong and trusting relationships at all levels of the Borough of State College to understand the opportunities and challenges for the organization.
- The development of relationships with underrepresented persons and groups including but not limited to Black Indigenous People of Color; immigrant and refugees; persons with disabilities; LGBTQ+; and student communities will be an essential duty of this role.
- Develop and implement equity assessment tools and plans with emphasis on elimination of systemic discrimination in policy and practices of Borough government.
- Develop and implement training to promote cultural understanding and competency and climate of equity and inclusion in State College.
- Develop and conduct regular assessments of community needs to bring about change in State College.
- Support and provide guidance and resources to the Community Oversight Board, LGBTQ Advisory Committee and Martin Luther King, Jr. Plaza Committee in support of their goals and objectives.
- Research, promote and provide guidance and support on equity, equality and diversity issues to the Borough's Leadership Team.



CANDIDATE QUALIFICATION CRITERIA

The borough is seeking highly professional candidates who are passionate about local government and want to help create a more equitable, diverse, and inclusive organization. The following education, experience, management, and leadership criteria have been identified by The Borough of State College as important skills and abilities for the successful candidate to possess and demonstrate.

- Bachelor's degree in sociology, education, public administration, ethnic studies, communication, or a related field.
- Three (3) years of related experience and/or training in the administration of community projects, programs, or project development.
- Proven experience and training in cultural diversity, inclusion, and equity with the ability to coach borough staff across all levels of the organization.
- Proven ability to develop a rapport with individuals across the human diversity spectrum.
- Proven experience developing and establishing credibility and trust working with diverse populations.

In addition to meeting the minimum qualifications listed above, the Borough has identified the following preferred qualifications.



PREFERRED QUALIFICATIONS:

- Master's Degree in related field or equivalent
- Prior experience in a municipal or another other governmental organization.
- Prior experience developing and delivering adult learning curriculum.
- Demonstrated experience in community engagement, particularly the ability to engage people of diverse cultural, socioeconomic, racial and/or ethnic backgrounds.
- Excellent communication skills, both verbal and written.
- A strong track record of collaboration with a diverse individuals, groups, and interests.



BOROUGH OF STATE COLLEGE

COMPENSATION & BENEFITS

The starting salary is \$94,600 DOQ with excellent benefits.



HOW TO APPLY

The position is open until filled. Interested candidates should apply at once. First review of resumes will begin no later than June 17, 2022. Interested candidates should apply with resume, cover letter and five professional references to: Charlene Stevens, Senior Vice President, GovHR USA, 630 Dundee Road, Suite 225, Northbrook IL 60062. Apply online at www.GovHRjobs.com. Questions can be directed to Charlene Stevens, 847-380-3240.

**The Borough of State College is an
Equal Opportunity Employer.**

