



CITY OF PROVIDENCE
DEPARTMENT OF HUMAN RESOURCES

Providence External Review Authority

EXECUTIVE DIRECTOR

\$88,440 - \$96,287

Non-Union

The Providence External Review Authority (“PERA”) is a civilian-staffed municipal agency that reviews the policies and procedures of the Providence Police Department, investigates allegations of misconduct on the part of its sworn officers, conducts hearings and makes findings of fact with respect to those allegations, conducts mediation to resolve disputes, and creates and implements community outreach programs. PERA seeks an innovative and outgoing leader with recognized judgment, objectivity, and integrity, as well as a commitment to restorative justice, to serve a two-year term as Executive Director. The Executive Director reports to the PERA board and oversees the PERA staff and investigations, provides support to the PERA board, and communicates effectively with subordinates, the Providence Police Department, government officials, and members of the public.

Duties & Responsibilities

1. Hire, supervise, and manage PERA's administrative and investigative staff.
2. Develop investigative and operational processes and implement policies and procedures necessary to the directives of PERA.
3. Actively monitor any internal police department investigation of any citizen complaint alleging misconduct.
4. Engage with and receive input from residents and stakeholders on community concerns related to PERA and Police Department operations.
5. Staff all meetings of the PERA board, including sub-committee meetings, public hearings, and hearing panels.
6. Advise on legal issues related to PERA operations as affected by local, state, and federal laws and contractual agreements.
7. Oversee the work of any outside counsel representing PERA.
8. Serve as PERA's primary contact for the City of Providence, Rhode Island Department of Attorney General and the United States Attorney's Office.
9. Develop training for PERA and/or its staff as it relates to legal or other relevant issues.
10. Prepare, file and maintain all reports and records required of PERA.
11. Perform other related duties as assigned.

Qualifications

1. Bachelor's Degree from an accredited college or university. Master's degree, Juris Doctorate, or PhD is highly desirable.
2. Minimum of four (4) years' experience in the field of public or private administration or in the practice of law, including managerial or supervisory experience.
3. Ability to build and maintain strong working relationships with a wide array of constituents

and community representatives, including the ability to apply racial, ethnic, and culturally appropriate strategies for effectively engaging hard to reach and disenfranchised communities.

4. Ability to bridge community and institutional concerns around fairness and justice issues and knowledge of social problems, community attitudes, organizations, and subcultures.

5. Familiarity with and ability to work effectively within governmental and judicial structures.

6. Knowledge of organization and management practices and methods, including goal setting, program development and implementation, employee supervision, personnel management, employee relations, team building, budget development, and financial management.

7. Ability to interact and operate effectively with various stakeholders, including government officials, law enforcement officers and administrators, community groups, and others.

8. Knowledge of general legal principals and statutory law, including knowledge of employer-employee hearing and administrative procedures.

9. Knowledge of principles, practices, and procedures related to conducting investigations and administrative hearings including rules of evidence and due process.

10. Exceptional analytical, verbal, and written communication skills.

11. The ability to work independently, fairly, and confidentially.

12. Bi-lingual (English-Spanish) desirable.

APPLICATION INSTRUCTIONS: Please send resume and a cover letter which clearly articulates your interest and qualifications for the position. Place “Executive Director” in the subject line and send electronic submissions to jobs@providenceri.gov.

Deadline: This position will remain open until filled.

Human Resources

25 Dorrance Street

Providence, RI 02903

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MINORITIES AND WOMEN ENCOURAGED TO APPLY

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