



Executive Director of the Community Commission for Public Safety and Accountability

INTRODUCTION

The July 2021 Civilian Oversight Ordinance (the “ordinance,” which can be found in full here.) establishes a Community Commission for Public Safety and Accountability to encourage preventative, proactive, community-based, and evidence-based approaches to public safety, and increase transparency and public input into CPD operations, among other goals. The ordinance also establishes elected District Councils for the purposes of building connections between CPD and the community and ensuring regular community input for Commission efforts. Chicago is seeking an Executive Director to administer the affairs of the newly established Commission and District Councils.

ORGANIZATION

Seven individuals will be appointed to serve as interim commissioners until the first regular Commission is appointed in 2023. The Executive Director (ED) will help support these seven commissioners and future commissioners. The ordinance establishes a two-tiered model for civilian oversight including:

- District Councils: an elected body for each police district (3 members per district, 22 districts)
- The Community Commission for Public Safety and Accountability: a city-wide, community-led oversight body (7 members)

The ED will manage the team that supports the Commission and District Council’s work and will serve as the liaison and primary point of contact between the Commission and the Police Department, the Civilian Office of Police Accountability (COPA), the Police Board, the Deputy Inspector General for Public Safety, the Mayor’s Office, City Council, and the Consent Decree Monitor. The ED will be responsible for hiring 13 full-time employees (FTEs) by the end of 2022 including, but not limited to:

- Executive Administrative Assistant
- Communications Director
- General Counsel
- Policy and Project Management Team
- Community Engagement Team

ESSENTIAL DUTIES

- Manage the Commission’s oversight function
- Provide counsel to the Commission on policy reviews & initiatives
- Prepare the Commission for its monthly meetings
- Review audits and reports from the Deputy Inspector General for Public Safety
- Represent the Commission to the media
- After hiring a communications team, oversee the development of a website and media presence for the Commission
- Facilitate communication between the District Councils and Commission
- Provide personnel resources for individual Commissioners carrying out their official duties
- Compile and submit the Commission’s annual report

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- Manage and develop Commission staff
 - Facilitate performance reviews for the CPD Superintendent, COPA Chief Administrator, and Police Board President
 - Establish goals for and evaluate the progress of both the Commission and District Councils
 - Ensure adherence of the Commission to its duties as defined in the ordinance, *Section 2-80-050 Commission – Powers and Duties*
 - Manage the department's budget which is defined in the ordinance, *Section 2-80-160 Budget and Staffing*

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential.*

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university **and** at least eight (8) years of work experience in the relevant field.
- Experience in a compliance oversight role, of which 4 years are in a managerial role related to the responsibilities of the position **or** an equivalent combination of education, training, and experience

PREFERRED QUALIFICATIONS

- Education: Graduate degree
- Excellent managerial, administration, and interpersonal skills
- Proven track record of effectively interacting with executive leadership
- Ability to work strategically and collaboratively across departments
- Effective, versatile, and action-oriented
- A commitment to and knowledge of the need for and responsibilities of law enforcement, as well as the need to protect basic constitutional rights of all affected parties
- Demonstrated integrity, professionalism, sound judgment, and leadership
- The ability to work with diverse groups and individuals

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier)

PHYSICAL REQUIREMENTS

- No specific requirements

CORE COMPETENCIES

- **Leadership** – Experience showing integrity, professionalism, sound judgment, and independence.

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- **Community relations** – Experience in community relations and outreach with the demonstrated ability to build strong, yet independent working relationships with diverse constituents and community representatives.
 - **Cultural sensitivity** – Knowledge of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
 - **Management** – 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.
 - **Collaboration** – Experience collaborating with senior executives, staff, and diverse groups/individuals to achieve goals.
 - **Executive Presence/Communication** – Ability to engender confidence internally and externally through clear communication, credibility and leadership.

OTHER

Annual Salary

\$130,200

Location

Employees must be a resident of the City of Chicago. Proof of residency is required at the commencement of employment.

TO APPLY

- Please send all required materials to saferrchicago@cityofchicago.org
- Required Materials:
 - Resume
 - Cover Letter
- Deadline
 - Applications will be accepted through November 10, 2021

THIS POSITION IS A SHAKMAN EXEMPT POSITION

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

City of Chicago
Department of Human Resources