



Deputy Director for the Commission

Community Commission for Public Safety and Accountability

The Deputy Director for the Commission leads the planning, coordination, and implementation of the Commission's programs, projects, and operations, advances the Commission's purposes and objectives, and ensures its operational efficiency and effectiveness.

The ideal candidate will be a highly effective manager, a forward-thinking leader, a strategic and critical thinker, a creative problem solver, and a skilled collaborator.

ORGANIZATION

The Community Commission for Public Safety and Accountability is a seven-member body whose members must be drawn from across the city and meet work- and experience-related requirements described in the ordinance. Commissioners are nominated by elected District Council members, selected by the Mayor, and confirmed by the City Council. Commissioners serve four-year terms. The Commission oversees the Police Department, the Civilian Office of Police Accountability (COPA), and the Police Board. The Commission's powers include playing a central role in selecting and removing the Police Superintendent, COPA Chief Administrator, and Police Board members; setting Police Department policy; establishing annual goals and evaluating progress for CPD, COPA, and the Police Board; and promoting community engagement and transparency. The Commission's purposes, established by ordinance, include: increasing public safety; building trust and improving interactions between the Chicago Police Department and the people it serves; ensuring that Police Department policies and practices are rooted in community needs and public input; encouraging preventative, proactive, community-based, and evidence-based approaches to public safety; and increasing accountability.,

ESSENTIAL DUTIES:

- Direct, plan, and coordinate the Community Commission's programs, projects, and administrative operations in compliance with the Commission's statutory purpose, powers, and duties
- With guidance from Commissioners, plan and organize Commission monthly and special meetings, including working with Commissioners to determine discussion topics and agendas
- Establish policies and procedures to ensure the Commission's and the department's operational effectiveness and efficiency
- Evaluate Commission operations and develop and modify policies and procedures to improve effectiveness and efficiency
- Establish goals, objectives, and timelines to ensure assignments effectively advance Commission priorities and are completed proficiently and expeditiously

- Supervise Commission staff, currently made up of two Project Managers and one Senior Administrative Assistant, including conducting performance evaluations
- Direct Commission staff and work with the Deputy Director of Research, Policy, and Planning in preparing materials for Commissioners to guide and support Commission discussion, analysis, and decision-making
- Build and maintain successful working relationships with Commissioners and Commission staff, including communicating regularly with Commissioners and staff
- Anticipate areas of Commission-related concern and propose potential solutions
- Plan and direct the Commission processes to establish and advance strategic priorities
- Plan and direct the Commission process to set goals for and conduct annual performance evaluations of the Police Superintendent, COPA Chief Administrator, and Police Board President
- Plan and direct the Commission process to select and/or nominate candidates for Police Superintendent, COPA Chief Administrator, and Police Board members
- Plan and direct the Commission process to review the proposed annual budget appropriation for the Chicago Police Department
- In collaboration with the Director of Research, Policy, and Planning, and General Counsel, plan and direct the Commission process to review and draft Police Department, COPA, and Police Board policy
- Plan and direct Commission processes to carry out other Commission powers and duties established in 2-80-050 of the Municipal Code of Chicago
- In collaboration with the Deputy Director for District Councils, facilitate the process for Commission review of proposals and recommendations from District Councils, and work to identify and advance appropriate opportunities for Commission and District Council engagement
- Assist in drafting the Commission's annual report and other reports
- Direct implementation of training and development activities for Commissioners and Commission staff, including onboarding and continuing education
- Promote a productive and collaborative culture

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

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university and at least five years of progressively responsible managerial or project management experience in a relevant field, or an equivalent combination of training, education, and experience

PREFERRED QUALIFICATIONS

- Education: Graduate degree
- Excellent leadership, managerial, supervisory, and interpersonal skills
- Ability to work strategically and collaboratively
- Exceptional writing and communication skills
- Demonstrated integrity, professionalism, and sound judgment
- The ability to work well with diverse groups and individuals
- The ability to work effectively under pressure

WRITING SAMPLE

- Candidates who are interviewed will be asked to submit a writing sample of no more than ten (10) pages.
- Candidates may submit a memo, policy brief, report, article, presentation, or any other work-related report or communication.
- Writing samples should be clear, well-structured, and demonstrate an ability to synthesize complex information and/or present information objectively.
- The writing sample does not need to be directly relevant to the work of the Commission.
- Each writing sample must be accompanied by a cover page that explains the sample's original purpose (e.g., a writing class, a professional project, a memorandum for an employer, etc.), describes the extent of editing by any third party, and, if the writing sample is an excerpt from a larger document, identifies the larger document and provides context, if necessary.
- Writing samples must be submitted no later than the time of interview.

WORKING CONDITIONS

- General office environment
- Evening and weekend work sometimes required

EQUIPMENT

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

PHYSICAL REQUIREMENTS

- No specific requirements

CORE COMPETENCIES

- **Leadership** - Experience showing integrity, professionalism, sound judgment, and independence
- **Management** – Knowledge of organization and management practices and methods, including organizational planning, strategic and operational planning, goal setting, program development and implementation, employee supervision, personnel management, employee relations, team building, budget development, and financial management; demonstrated ability to work with staff to ensure timely and effective execution of organizational policy
- **Executive Presence/Communication** – Ability to engender confidence internally and externally through clear communication, credibility, and leadership
- **Collaboration** – Experience collaborating effectively with leaders, staff, and diverse groups and individuals to achieve goals
- **Communication** – Exceptional ability to communicate clearly and effectively, orally and in writing, with a wide range of audiences
- **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

- **Integrity** – Professional and personal history reflecting the highest standards of integrity

OTHER

Annual Salary

\$139,140

Location

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

TO APPLY

Please send resume and cover letter to Ayanna.Thomas@cityofchicago.org

THIS 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.
