



CLASS TITLE: Administrative and Policy Assistant, Public Safety, Office of the Mayor

CHARACTERISTICS OF THE CLASS

Provides administrative support to assigned office staff members. Handles special projects and supports policy initiatives. Performs related duties as required.

ESSENTIAL DUTIES

- Serve as a public representative for the Mayor's Office of Public Safety;
- Provide administrative support including scheduling meetings and answering phones for the Deputy Mayor of Public Safety and 1st Deputy for Public Safety;
- Support operational needs of the Office of Public Safety and relevant City agencies including the Chicago Fire Department, the Chicago Police Department, the Office of Emergency Communications and Management, Police Board, the Civilian Office of Police Accountability, and the new Community Commission for Public Safety and Accountability
- Intake, track, and respond to all constituent calls, emails, letters and office visits;
- Prepare team meeting agendas and other related documents;
- Assist in various policy research and development projects;
- Research and assist in the implementation of the Office of Public Safety's legislative and policy agendas.
- Support project management duties with other members of the Office of Public Safety;
- Help coordinate and manage events;

NOTE:

The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Bachelor's degree from an accredited college or university
- Degree in government, public policy, criminal justice, or social justice **or** at least one (1) year of prior work experience performing administrative support functions
- Experience and existing relationships in the communities that the Office of Public Safety serves



WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

- Basic research, evaluation, and data analysis techniques
- City and department ordinances, policies, procedures, rules, and regulations

Skills

- Motivation - develop and direct people as they work
- Active Listening – give full attention to what others are saying, take time to understand the views of others, ask questions when appropriate.
- Clear Written Product – communicate information and ideas in writing in a clear and concise manner
- Time Management – ability to handle multiple projects and tasks and properly prioritize workflow

Abilities

- Judgement and Decision making – ability to consider the costs and benefits of potential actions followed by the execution of decision
- Comprehend oral and written information – ability to listen, read, and understand complex information in a short amount of time

Other Work Requirements

- Attention to detail – pay careful attention to detail and thoroughness in completing work tasks
- Initiative – demonstrate willingness to take on job challenges and responsibilities when asked
- Flexibility – be open to change (positive or negative) and to variety in the workplace
- Dependability – demonstrate reliability, responsibility, and dependability and fulfill obligations



THIS POSITION IS SHAKMAN EXEMPT

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 January 2020

To apply, interested candidates should submit a resume and cover letter to saferchicago@cityofchicago.org no later than May 13th, 2022