



## **Administrative and Policy Assistant, Office of the Mayor**

Provides administrative support 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 1<sup>st</sup> 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 preferred; 2-year degree required
- Degree in government, public policy, criminal justice, or social justice related-field preferred or (1) year experience performing administrative support functions in these sectors preferred
- Experience and existing relationships in the communities that the Office of Public Safety serves preferred

#### **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

**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.

**To apply, interested candidates should submit a resume and cover letter to [jessica.gall@cityofchicago.org](mailto:jessica.gall@cityofchicago.org) no later than September 13<sup>th</sup>, 2022**

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

**If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or [disabilityaccommodations@cityofchicago.org](mailto:disabilityaccommodations@cityofchicago.org). Please be prepared to provide information in support of your reasonable accommodation request.**

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.**

**City of Chicago**  
Lori Lightfoot, Mayor

**Department of Human Resources**  
Christopher Owen, Commissioner