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## **Deputy Director for the Commission Community Commission for Public Safety and Accountability**

### **INTRODUCTION**

In July 2021, the Chicago City Council passed an ordinance establishing a new model for police oversight, accountability and public safety. The ordinance creates two bodies: a citywide Commission for Public Safety and Accountability, with power to advance systemic reform, and District Councils which will be elected in each police district and work to improve policing and public safety in the district. Both entities will increase public safety by bringing police officers and Chicago residents together to plan and prioritize, building mutual trust, strengthening the police accountability system, giving Chicagoans a meaningful new role in oversight, and exploring and advancing alternative effective approaches to public safety.

The Commission and District Councils will be supported by a full-time, professional staff. The Deputy Director for the Commission will work with the Executive Director and staff to launch the Commission and provide ongoing support. The Deputy Director for the Commission will direct the planning, coordination, and oversight of the Commission's programs, projects, and operations, advance the Commission's purposes and objectives, and ensure its operational efficiency and effectiveness. Duties include planning and directing major Commission projects and administrative operations; developing and implementing training to inform and prepare Commissioners and Commission staff; planning and organizing Commission meetings; building and maintaining successful working relationships with Commissioners and Commission staff; anticipating areas of Commission-related concern and proposing potential solutions; and supporting the Executive Director in guiding Commissioners through critical decision-making processes including selection of candidates for Police Superintendent, COPA Chief Administrator, and Police Board members; annual goal-setting; and policy-making. The ideal candidate will be a forward-thinking leader, a strategic and critical thinker, a creative problem solver, an effective manager, and work collaboratively with diverse groups and individuals, with integrity and passion.

### **ORGANIZATION**

The Community Commission will be a seven-member body. Commissioners must be drawn from across the city and meet work- and experience-related requirements described in the ordinance. Commissioners will be nominated by elected District Council members, selected by the Mayor, and confirmed by the City Council. Commissioners will serve four-year terms. The Commission will oversee 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.

District Councils will be created in each of the City's 22 police districts and will be made up of three people elected in regular municipal elections. Members will serve four-year terms. The District Councils' roles include: building stronger connections between the police and the community at the district level, where the community is a true partner in making the neighborhood safer; holding monthly public meetings, where residents can work with the police on local initiatives, and raise and work to address concerns about policing in the district; working with the community to get input on police department policies and practices; and ensuring a channel of communication for regular community input to the Commission.

#### **ESSENTIAL DUTIES:**

- Direct the planning, coordination, and oversight of the Community Commission's programs, projects, and operations
- Establish objectives and timelines to ensure assignments are completed proficiently and expeditiously
- Evaluate Commission operations and manage the development and modification of work standards, policies, and procedures to improve Commission operations
- Plan and direct major Commission projects and administrative operations
- Plan and organize Commission meetings, including working with Commissioners to determine discussion topics and agendas
- Direct Commission staff in preparing materials for Commissioners to guide and support Commissioner discussion and decision-making, which may include but is not limited to briefs, policy and legal analysis, data and trend reports, and community sentiment and District Council activity reports
- Work with the Deputy Director of Policy, Research, and Planning to coordinate production of materials to support Commission discussion, analysis, and decision-making
- Direct Commission Coordinator in managing Commission meeting logistics and coordinating the attendance of the Police Superintendent, COPA Chief Administrator, and Police Board President as applicable
- Build and maintain successful working relationships with Commissioners and Commission staff
- Anticipate areas of Commission-related concern and propose potential solutions
- Under direction of the Executive Director, guide Commission in setting goals for and conducting annual performance evaluations of the Police Superintendent, COPA Chief Administrator, and Police Board President; this may include but is not limited to compiling independent analysis of performance, coordinating collection of self-evaluations, collaborating with Director for District Councils and Community Engagement to gather and appropriately incorporate community input, and leading production of written public evaluations
- Under direction of the Executive Director, plan and direct the Commission through the process of selecting and/or nominating candidates for Police Superintendent, COPA Chief Administrator, and Police Board members; this may include but is not limited to collaborating with Director of Public Affairs to publicize openings and make applications public, collaborating with Director for District Councils and Community Engagement to conduct listening sessions and gather community input, compiling and preparing materials for the Commissioners to assess candidates, coordinating candidate interviews, and facilitating candidate selection

- In collaboration with the Director of Policy and Research, plan and direct the Commission process for reviewing and drafting Police Department, COPA, and Police Board policy
- In collaboration with the Deputy Director for District Councils, guide the Nominating Committee through the process of filling existing and anticipated vacancies on the Commission; this may include but is not limited to directing Commission Coordinator to manage process logistics, collaborating with Deputy Director for District Councils to organize and facilitate public meetings, share information, and respond to questions, compiling and preparing materials for the Nominating Committee to assess candidates, coordinating candidate interviews, and facilitating candidate selection
- Analyze research findings and prepare reports and presentations of recommendations to the Executive Director and Commissioners
- Assist in drafting the Commission's annual report and other reports
- Lead development and implementation of training and development activities for Commissioners and Commission staff, including onboarding and continuing education

**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 five years of progressively responsible managerial or project management experience in a relevant field

#### **PREFERRED QUALIFICATIONS**

- Education: Graduate degree
- Excellent managerial, administration, and interpersonal skills
- Ability to work strategically and collaboratively across departments
- Effective, versatile, and action-oriented
- Committed to and knowledgeable about the need for and responsibilities of law enforcement, and the need to protect constitutional rights
- Demonstrated integrity, professionalism, sound judgment, and leadership
- The ability to work well with diverse groups and individuals

#### **WORKING CONDITIONS**

- General office environment

#### **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 goal setting, program development and implementation, employee supervision, personnel management, employee relations, team building, budget development, and financial management
- **Executive Presence/Communication** – Ability to engender confidence internally and externally through clear communication, credibility, and leadership
- **Collaboration** – Experience collaborating with senior executives, staff, and diverse groups/individuals to achieve goals
- **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
- **Communication** – Exceptional ability to communicate clearly and effectively, orally and in writing, with a wide range of audiences

#### **OTHER**

##### **Annual Salary**

\$134,460

##### **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 [CCPSAResume@cityofchicago.org](mailto:CCPSAResume@cityofchicago.org)

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#### **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.

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