



First Deputy Director

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 First Deputy Director will work with the Executive Director and staff to launch the Commission and District Councils and provide ongoing support. The First Deputy Director will assist the Executive Director in the overall management and direction of the office's operations, function as a second in charge of the office, and perform related duties as required. Duties include managing high-priority projects designed to achieve the Commission's and District Councils' purposes; leading, directing, and guiding managerial staff in meeting the Commission's and District Councils' goals and objectives; anticipating areas of concern and proposing potential solutions; building and maintaining successful working relationships with Commissioners, District Council members and Commission staff; planning and directing administrative support functions including budget and personnel administration; and representing the Executive Director at meetings with city officials, governmental agencies, project consultants, and the general public. 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:

- Assist the Executive Director in the overall management and direction of the Commission's and District Councils' operations, including managing the Commission's oversight function; providing counsel to the Commission on policy reviews and initiatives; facilitating the process for establishing annual goals and evaluating progress for CPD, COPA, and the Police Board; drafting and submitting the Commission's annual report and other reports; and facilitating the work of the District Councils
- Provide leadership, direction, and guidance to managerial level staff
- Anticipate areas of concerns and propose potential solutions
- Direct managerial staff in conducting research and analysis on proposed policies, initiatives, special projects, and issues before the Commission and District Councils
- Review and approve research findings and data analysis, and forward recommendations to the Executive Director
- Build and maintain successful working relationships with Commissioners, District Council members and Commission staff
- Provide technical assistance and serve as liaison to managers and consultants involved in program planning and implementation
- Direct managers in evaluating office operations and developing and implementing office policies, procedures, and work standards to increase effectiveness and efficiency
- Communicate Commission's goals to managers, the general public, outside agencies, and project consultants
- Plan and direct administrative support functions including budget and personnel administration, records management, procurement services and information technology
- Coordinate and direct the conduct of grant opportunities and writing proposals, overseeing development of contract specifications, and coordination of the selection process and monitoring of consultants engaged in providing contracted services
- Assist in developing and coordinating staff training and development activities
- Direct the compilation of comprehensive operations and administrative reports for the office
- Represent the Executive Director at meetings with city officials, governmental agencies, and project consultants, and the general public

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 six 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

\$141,012

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

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.
