

Job Description

DIR OF ADMINISTRATIVE SERVICES

377972

Description

JOB ANNOUNCEMENT

DIRECTOR OF ADMINISTRATIVE SERVICES

Community Commission for Public Safety Accountability

Administration

Number of Positions: 1

The Director of Administrative Services manages the administrative, personnel, and procurement functions for the Community Commission for Public Safety and Accountability (CCPSA), a new police accountability City Department. Under the direction of the Department Head, the Director will be responsible for facilitating employee hiring, processing, and discipline. The Director will prepare budgets, maintain financial records, and advise on budgetary requirements. In conjunction with management-level staff, the Director will establish staff work standards and evaluate staff performance. The Director will be responsible for timekeeping, payroll, personnel file maintenance, and obtaining office equipment. The Director will prepare contracts to procure vendor goods and services and ensure reimbursement.

ESSENTIAL DUTIES

- Provide leadership, direction, and guidance to management-level staff, including in developing new or revising existing program operations
- Coordinate and direct work efforts toward reviewing performance against goals and objectives, and evaluating programs for deficiencies and accomplishments
- Coordinates work efforts with management in developing strategic plans and implementing changes in staffing, operating procedures, and work processes designed to improve the administration of programs, increase operational efficiencies and accomplishments
 - Facilitating employee hiring, processing, and discipline.
- Preparing professional memorandums
- 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
- Evaluate office operations and develop and implement office policies, procedures, and work standards to increase effectiveness and efficiency
- 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, project consultants, and the general public
- Lead and support special projects and initiatives at the request of the Executive Director

NOTE: *The list of essential duties is not intended to be inclusive; other duties may be essential to particular positions within the class.*

Location: 2 North LaSalle, suite 725

Workdays: Monday – Friday

Work Hours: 9:00 am – 5:00 pm (with some weekends)

Salary: \$89,208

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, or a related field, plus five (5) years of budgetary, personnel, or office administration experience of which two (2) years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of training and experience

SELECTION REQUIREMENTS:

This position requires applicants to complete an interview. Interviewed candidates possessing the qualifications best suited to fulfill the responsibilities of the position will be hired.

Preference will be given to those who possess:

- Experience with timekeeping, payroll, personnel file maintenance, and obtaining office equipment
- Experience using personnel management systems including Kronos, Sharepoint, FMPS, and CHIPPS
- Experience with budgets, financial records, and advising on budgetary requirements
- Experience with preparing contracts to procure vendor goods and services and ensuring reimbursement.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Excellent managerial, administration, and interpersonal skills
- Ability to work strategically and collaboratively across departments
- Effective, versatile, and action-oriented

- Demonstrated integrity, professionalism, sound judgment, and leadership
- The ability to work well with diverse groups and individuals

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veteran's preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second-party applications will be accepted.

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.

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/Military Friendly Employer

City of Chicago

Brandon Johnson, Mayor

Department of Human Resources

Christopher Owen, Commissioner

Please note that all positions with the City of Chicago close promptly at 11:59 pm C.D.T. Applications for this position will be accepted until 11:59 pm C.D.T. on May 31, 2023. No

exceptions will be made.

Posting Date May 17, 2023 | **Closing Date (Period for Applying) - External:** May 31, 2023

Salary: \$89,208 **Pay Basis:** Yearly