



Code: 9660
Service: Exempt
Group: Non-Competitive
Series: Exempt

CLASS TITLE: FIRST DEPUTY COMMISSIONER

CHARACTERISTICS OF THE CLASS

Under general direction, the class assists the Commissioner in the overall management and direction of the department's operations; functions as second-in-charge of the department; and performs related duties as required

ESSENTIAL DUTIES

- Assists the Commissioner in coordinating and directing programs and operations for the department
- Directs managerial staff in developing and implementing departmental policies and procedures
- Provides leadership and guidance to managerial level staff in meeting the department's goals and mission statement
- Directs managers in evaluating departmental operations and overseeing the development and modification of work standards, policies, and procedures to improve areas of deficiencies
- Communicates department goals to managers, the general public, outside agencies, and project consultants
- Plans and directs administrative support functions including budget and personnel administration records management, procurement services, and information technology
- Directs the conduct of research to gather information on proposed initiatives and special projects
- Reviews and approves research findings and forwards recommendations to the department head
- Provides technical assistance and serves as liaison to departmental managers and consultants involved in program planning and implementation
- Directs the compilation of comprehensive operations and administrative reports for the department
- Interprets department policies and procedures to staff
- Directs and coordinates staff training and development activities
- Represents the Commissioner at meetings with city officials, governmental agencies, and project consultants
- Coordinates and directs the conduct of grant research opportunities and the writing of proposals
- Oversees the development of contract specifications, coordination of the selection process and the monitoring of consultants engaged in providing contracted services

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

- This is an appointed position, exempt from the Shakman decree
- Successful candidates to possess the following:

- Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or a directly related field, PLUS at least five (5) years of responsible managerial or project management experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Positions assigned to executive leadership roles are expected to possess the following knowledge, skills, abilities, and attributes.

- Strong vision for the department that embodies the following core values: transparency, diversity, inclusion, equity, accountability, and transformation.
 - Ability to see the enterprise as a whole; recognizing how the various functions of the organization depend on one another, and how changes in any one part affect all the others; visualizing the relationship of the individual divisions and issues to the department, City and sister agencies, the community, and the political, and social ecosystem as a whole
 - Professional and personal history reflecting the highest standards of integrity
 - Ability to work well with all levels of staff and management
 - Ability to establish and maintain effective working relationships with others
 - Demonstrated commitment to holding supervisory personnel accountable for the timely and effective execution of organizational policy by individuals under their command
 - Commitment to and demonstrated experience expanding and maintaining a diverse and inclusive workforce that reflects the population it serves
 - Outstanding skills in communicating and interacting with the media, community organizations, elected officials, and the general public
 - Experience dealing with labor-management issues and the ability to work effectively with employee unions
 - Strong administrative and managerial track record, including overseeing a sizeable staff and multi-million dollar organization in organizational planning and development, strategic and operational planning, budget management, process improvement, and data-driven decision-making
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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.

* May be required at entry.

City of Chicago
Department of Human Resources
December, 2021