



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 are elected in each police district and work to improve policing and public safety in the district. The Commission and District Councils bring police officers and Chicago residents together to plan, prioritize, and build mutual trust; strengthen the police accountability system; give Chicagoans a meaningful new role in oversight; and explore and advance alternative effective approaches to public safety. The Commission and District Councils are supported by a City department, also called the Community Commission for Public Safety and Accountability, with a full-time staff.

THE POSITION

The First Deputy Director assists the Executive Director 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. 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, 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.

THE ORGANIZATION

The Community Commission is a seven-member body whose members must be drawn from across the City and meet work- and experience-related requirements described in the ordinance. Commissioners are nominated by elected District Council members, selected by the Mayor, and confirmed by the City Council. Commissioners serve four-year terms. The Commission oversees 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 have been created in each of the city's 22 police districts. Each District Council is made of up three people elected in regular municipal elections. Members serve four-year

terms. The District Councils' roles include: building connections between the police and the community at the district level, where the community is a true partner in making the neighborhood safer, addressing problems, and setting priorities; collaborating in the development and implementation of community policing initiatives; holding monthly public meetings, where residents can raise and work to address concerns about policing in the district, increase accountability, and work on local initiatives rooted in community concerns and priorities; working with the community to get input on police department policies and practices; working to develop and expand restorative justice and similar programs in the police district; and ensuring that the Commission gets input from the community, so that the Commission's work will be based on what people in neighborhoods across the city are concerned about.

ESSENTIAL DUTIES:

- Assist the Executive Director in the overall management and direction of the department's operations
- Provide leadership, direction, and guidance to managerial level staff
- Oversee managerial staff to ensure timely completion of projects and initiatives
- Direct managerial staff in developing and implementing departmental policies and procedures
- Anticipate areas of concerns and propose potential solutions
- 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 department operations and developing and implementing office policies, procedures, and work standards to increase effectiveness and efficiency
- Communicate department 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
- Develop and coordinate staff training and development activities
- Coordinate and direct the conduct of grant opportunities and writing proposals
- Oversee development of contract specifications, coordinate the selection process, and monitor consultants engaged in providing contracted services
- Direct the compilation of comprehensive operations and administrative reports for the department
- Represent the Executive Director at meetings with city officials, governmental agencies, 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 five years of progressively responsible managerial or project management experience in a relevant field, or an equivalent combination of training and experience

PREFERRED QUALIFICATIONS

- Excellent managerial, administration, and interpersonal skills
- Ability to work strategically and collaboratively across departments
- Effective, versatile, and action-oriented
- Exceptional writing and communication skills
- 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
- The ability to work effectively under pressure

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
- **Critical Thinking** – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **Complex Problem Solving** – Identify complex problems and review related information to develop and evaluate options and implement solutions
- **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
- **Negotiation** – Bring others together and try to reconcile differences
- **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

COMPENSATION

Annual Salary -- \$145,092 (X Salary Schedule, Grade 31)

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 jacquelyn.walls@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.
