



Executive Administrative Assistant II

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. Under direction of the Executive Director, the Executive Administrative Assistant will provide confidential high-level secretarial and administrative support, complete special projects and assignments, and perform related duties as required. Duties include relieving the Executive Director of clerical and administrative functions, including overseeing the work of other administrative office support staff; implementing administrative work procedures to ensure the office of the Executive Director runs smoothly and efficiently; briefing and preparing the Executive Director for meetings; and executing special projects and assignments for the Executive Director.

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:

- Work on and manage special projects and assignments for the Executive Director and other leadership staff
- Assist with research, analysis, and writing projects to support Commission and District Council activity
- Perform clerical and administrative functions including scheduling, managing, prioritizing, and maintaining appointments, and overseeing the work of other administrative office support staff
- Conduct research and prepare correspondence and other materials in response to inquiries or information requests for the Executive Director
- Communicate with CCPSA managerial staff, other City officials, and external stakeholders to apprise the Executive Director on the status of various projects and/or critical issues
- Compile reports, meeting materials, briefs, and other materials from CCPSA managerial staff to assist the Executive Director in preparation for meetings with and/or reports to the Commission
- Provide summaries of incoming mail, meetings requests, and other items requiring attention and response
- Schedule and manage meetings for gatherings of CCPSA staff and City leaders and/or other officials, including drafting agendas, coordinating presenters and attendance, arranging meeting rooms and logistics, creating informational packets and other materials, taking notes at meetings, and preparing summaries for the Executive Director and other relevant parties
- Support the Commission Coordinator with scheduling and managing Commission meetings, including assisting the Deputy Director for the Commission with coordinating attendance, preparing meetings materials, arranging meeting rooms and logistics, taking notes and recordings at meetings, and transmitting information to the Deputy Director of Public Affairs for posting
- Apply organizational skills and implement administrative procedures to ensure that the Executive Director's office runs smoothly and efficiently
- Screen visitors and telephone calls; take messages and use judgement in forwarding calls to appropriate personnel for response and resolution; respond to inquiries
- Maintain confidentiality of the Executive Director's office, materials, and files

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 two years of work experience performing secretarial and/or administrative support functions, or an equivalent combination of education, training, and experience
- Ability to use MS Word, Outlook, Excel, and PowerPoint software
- Excellent organizational and communication skills

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g. telephone, computer, printer, photocopier)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE AND SKILLS

Knowledge

Considerable knowledge of:

- secretarial, clerical and administrative work processes
- applicable computer software applications and personal computer operations
- report preparation methods, practices, and procedures
- applicable City and department policies, procedures, rules, and regulations

Skills

- **Communication** – Ability to communicate clearly and effectively, orally and in writing
- **Critical Thinking** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **Analytical Thinking** - Analyze information and use logic to address work or job issues and problems
- **Initiative** - Demonstrate willingness to take on job challenges
- **Adaptability/Flexibility** - Openness to change and to considerable variety in the workplace
- **Dependability** – Reliable, responsible, and dependable
- **Active Learning** – Understand the implications of new information for both current and future problem-solving and decision-making
- **Judgment and Decision-Making** - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- **Collaboration** – Experience collaborating with colleagues, including diverse groups and individuals, to achieve goals
- **Cultural Sensitivity** – Knowledge of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations

OTHER

Annual Salary

\$61,920

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.
