



CURRENT VACANCY

POSTING DATES: December 17, 2020

THROUGH: January 15, 2021

JOB TITLE:	Chief of Administration / Police Accountability Board
SALARY RANGE:	\$69,630 to \$91,810 / Annually
DEPARTMENT:	City Council & Clerk

TYPICAL WORK ACTIVITIES:

Develops and oversees the Police Accountability Board's internal processes to ensure the Board fulfills its mission of helping Rochesterians fundamentally reimagine public safety;

Schedules and facilitates all meeting of the Police Accountability Board;

Manages the Board's operating budget and oversees the administration of contracts;

Ensures the Board adheres to all laws relating to confidentiality, ethics, open meetings, and freedom of information;

Facilitates all Board and staff training on antiracism, oppression, policing, and other subjects as required by law;

Develops reports required by Board Law including aggregating the necessary data;

Creates and maintains databases, websites, and social media accounts for the Board;

Oversees recruitment and hiring efforts of Board staff;

Creates systems for measuring performance and ensuring the Board complies with all relevant human relations rules and laws;

Works with the Executive Director to create an internal culture that is fair, equitable, supportive, and transparent;

Works with Board staff to create and oversee a complaint intake system.

MINIMUM QUALIFICATIONS:

Bachelor's degree **AND** three (3) years of administrative experience* which included managing budgets, overseeing contracts, hiring, producing reports, and supervising other staff.

* Preference may be given to candidates with experience facilitating community meetings, public participation, or other forms of democratic engagement with organizations or government; ensuring an organization complies with laws, rules, and regulations; and database software and statistics.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON WEDNESDAY, JANUARY 15, 2021. All applications **MUST** be submitted on the City of Rochester's website (www.cityofrochester.gov/jobopportunities) by the application deadline. If you wish to submit a resume to accompany your application, please e-mail it to millert@cityofrochester.gov .

The candidate chosen for this position will be required to establish and maintain City residency within one (1) year of their hire date.