

JOB ANNOUNCEMENT

Director of Administrative Services

COPA

Number of Positions: 1

Under direction, directs and manages administrative, fiscal and procurement functions for the City of Chicago's Civilian Office of Police Accountability (COPA); and performs related duties as required

ESSENTIAL DUTIES:

- Manages professional and clerical staff engaged in budget preparations, purchasing, timekeeping and payroll, personnel processing, record keeping, facilities maintenance, voucher processing and accounts payable functions
- Directs staff responsible for office management functions to ensure departmental needs for information services and computer support, office equipment and supplies, graphic services and other support services are effectively met
- Prepares budgets and oversees the maintenance of accounting and financial records and prepares various fiscal reports to account for corporate and non-corporate fund expenditures
- Coordinates the preparation of contract specifications and documents for the purchase of equipment, professional services and other goods and supplies
- Coordinates with vendors, consultants and city personnel to facilitate the implementation of new information systems and the acquisition of new computer equipment
- Oversees the preparation of operating and special program budgets and authorizes invoices for payment to vendors
- Advises management on budgetary requirements and personnel rules, policies and procedures
- Administers personnel programs at the district or bureau level including employment hiring and processing, progressive discipline, and employee relations functions
- Ensures proper maintenance of facilities including provision of needed custodial services
- Establishes work standards and evaluates staff performance
- Prepares reports on productivity, operating and personnel costs and administrative work operations for management review
- Participates on projects to streamline administrative and programmatic procedures in order to create cost efficiencies
- May prepare grant applications for federal and state funding of programs

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.

Location: 1615 W. Chicago Ave

Days: Monday - Friday

Hours: 9:00am to 5:00pm

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

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

Disclaimer – “Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

NOTE: To be considered for this position, you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered). If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

Education & Employment Verification – Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable

SELECTION REQUIREMENTS

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

Preference will be given to candidates possessing the following:

- 5+ years of financial and budgetary experience
- 5+ years of administrative supervisory experience
- Valid driver's license

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 applicants 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 Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation

Please note, all positions with the City of Chicago close promptly at 11:59pm C.S.T. Applications for this position will be accepted until 11:59p.m. CST on October 07, 2020. No exceptions will be made.

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 and Military Friendly Employer.

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources