

JOB ANNOUNCEMENT

SENIOR PUBLIC INFORMATION OFFICER

Civilian Office of Police Accountability

Number of openings: 1

Under direction, this position within the City of Chicago's Civilian Office of Police Accountability (COPA) supports the public affairs, media and community outreach functions of the agency, and performs related duties as required.

ESSENTIAL DUTIES

- Prepares news releases related to COPA's programs and services, and the results of COPA's investigative activities
- Coordinates graphics and reproduction services for COPA's community engagement activities
- Updates and creates content for COPA's website
- Monitors and disseminates daily media clips for senior leadership team
- Monitors and creates content for COPA's social media platforms
- Represents the department at public hearings and community meetings to explain and promote COPA services, programs and activities
- Oversees the dissemination of information regarding COPA's programs, services and events to the public
- Directs the collection and distribution of information about COPA's community organization meetings
- Reviews and prepares activity reports for use by senior management
- Performs other related duties as assigned

THIS POSITION IS IN THE CAREER SERVICE.

Graduation from an accredited college or university with a Bachelor's Degree in Journalism, Communications, English or a directly related field, plus three years of public contact work experience; or an equivalent combination of education, training and experience.

Preference will be given to candidates possessing the following:

1. Bachelor's Degree
2. Experience in Public Relations or Public Affairs
3. Experience in Media Relations
4. Experience with Events Management
5. Valid U.S Driver's License
6. Proficient in Graphic and Web Design
7. Proficiency with MS Office Suite

SELECTION PROCESS: This position requires an applicant to successfully complete an interview which will include a writing exercise. 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.

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering “yes” or “no” to the question on the online application that asks, “Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?” In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

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

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.

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.

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 request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

Please note, all positions with the City of Chicago close promptly at 11:59 pm C.S.T. Applications for this position will be accepted until 11:59 pm CST on March 12, 2020. No exceptions will be made.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Lori Lightfoot, Mayor

Department of Human Resources

Soo Choi, Commissioner