CIVILIAN OFFICE OF POLICE ACCOUNTABILITY

INTEGRITY • TRANSPARENCY • INDEPENDENCE • TIMELINESS

Director of Administrative Services

Administration Division

Job Announcement

Number of Positions: 1 (Additional vacancies possible pending budget approval)

WORKING WITH THE CIVILIAN OFFICE OF POLICE ACCOUNTABILITY (COPA)

The mission of COPA is to:

- provide a just and efficient means to fairly and timely conduct investigations within our jurisdiction.
- determine whether allegations of police misconduct are well-founded.
- identify and address patterns of police misconduct; and
- make policy recommendations to improve the Chicago Police Department, thereby reducing incidents of police misconduct.

ROLE SUMMARY

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

- Oversees the department's hire plan and recruitment efforts while enhancing workplace culture and employee engagement.
- 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.
- 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 in projects to streamline administrative and programmatic procedures in order to create cost efficiencies.
- May prepare grant applications for federal and state funding of programs.

The list of essential duties is not intended to be exhaustive; additional duties may be required for this position.

Location:	1615 W. Chicago Ave, 4th floor, Chicago, IL 60622
Days:	Monday – Friday
Days Off:	Saturday and Sunday
Hours:	9:00am to 5:00pm
Salary:	$125,316.00 - $141,660.00/Annually

This position is exempt from Career Service

MINIMUM QUALIFICATIONS

- Nine (9) years of budgetary, personnel or office administration experience of which two (2) years are in a supervisory role related to the responsibilities of the position, OR

- Graduation from an accredited college with an associate's degree in business administration, public administration or a directly related field, plus seven (7) years of budgetary, personnel or office administration experience, of which two (2) years are in a supervisory role related to the responsibilities of the position, OR

- Graduation from an accredited college or university with a bachelor's degree in business administration, public administration or a directly related field, plus five (5) years of budgetary, personnel or office administration experience, of which two (2) years are in a supervisory role related to the responsibilities of the position, OR

- Graduation from an accredited college or university with a Master's degree or higher in Business Administration, Public Administration or a directly related field, plus four (4) years of budgetary, personnel or office administration experience, of which two (2) years are in a supervisory role related to the responsibilities of the position.

NOTE: A copy of your official transcripts will be required, if applicable.

Preference will be given to candidates possessing the following:

- Previous experience managing staff in a union environment
- Solid technical and budgetary knowledge
- Strong interpersonal and communication skills

NOTE: Candidates must pass a background investigation, and other pre- employment procedures as determined by the Civilian Office of Police Accountability.

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.

ABOUT YOU:

COPA is seeking candidates with a strong focus on the following values:

- *Integrity*: Maintaining a commitment to honesty, personal responsibility, excellence, and utmost professionalism in the work performed by COPA and in all internal and external interactions. This includes a commitment to identifying and dismantling discriminatory systems and culture within COPA, the Chicago Police Department, and the community.
- *Transparency*: Promoting the sharing of information about the work of COPA internally and externally in a manner not in conflict with City and COPA policy, such that the public trust in the mission of COPA is established and maintained. This includes a commitment to cultivating a respectful work environment and team building to ensure effective communication that furthers common goals.

- *Independence*: Conducting the business of COPA in a manner that is objective and free from political or other outside influences, such that the public trust in the mission and work of COPA is established and maintained. This includes a commitment to informed decision making and continual efforts to improve processes and systems to further the mission of COPA.
- *Timeliness*: Conducting the business of COPA in a manner that promotes timely and fair resolution to all matters.

Application Evaluation: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

Education & Employment Requirements and Verification: You must provide information about your educational background and work experience including job titles, dates of employment (month/year), and specific job duties on your resume and/or application as it relates to the qualifications of the position for which you are applying. 'Acting Up' cannot be considered for current City employees. Please attach all applicable transcripts, diplomas, licenses, and/or certificates as outlined on the job posting for the position you are applying for. The initial evaluation will be based on information provided and documents submitted with the application. Applications must be submitted by the individual applicant. Employment applications lacking the required documentation will not be considered. For information regarding the required attachments, please review the description section of the job posting. Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history. If you have received your degree internationally, you will be required to provide 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.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices click here.

FAIR CHANCE HIRING EMPLOYER: The City of Chicago is committed to being a Fair Chance Hiring employer. We value applicants with diverse experiences, including those who have had prior contact with the criminal legal system. Having a criminal history, including prior incarceration, arrest(s), and/or conviction(s) does not automatically disqualify you from employment with the City of Chicago.

If you receive a conditional offer of employment, the City will conduct a background check. The resulting report will be used to conduct an individualized assessment to determine if the nature of any prior conviction conflicts with the specific duties and responsibilities of the job for which you have been selected. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances.

Reasonable Accommodation: 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 or disabilityaccommodations@cityofchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

Salary and Benefit Information: For more information regarding compensation with the City of Chicago, please visit: https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2023_2024_Classification_and_Pay_Plan.pdf

For more information regarding benefits please visit: https://www.chicago.gov/city/en/depts/fin/benefits-office.html

All references to political sponsorship or recommendations must be omitted from all application materials submitted for City employment.

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

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.

All positions with the City of Chicago close promptly at 11:59 pm CDT. Applications for this position will be accepted from October 30, 2026 until 11:59 pm CDT on November 13, 2026. No exceptions will be made.

Brandon Johnson, Mayor