JOB ANNOUNCEMENT

Executive Director
Cleveland Community Police Commission

About the Cleveland Community Police Commission:
The Cleveland Community Police Commission (the “Commission” or “CPC”) is one of the mechanisms within the consent decree entered into between the City of Cleveland and the U.S. Department of Justice to promote ongoing community input in: the development of reforms, the establishment of police priorities, and the increasing of community confidence in the Cleveland Division of Police (the “CDP”) (“Settlement Agreement: United States of America v. City of Cleveland”, para. 15).

The specific purpose of the Commission within this context is to serve as a mechanism for leveraging the experience and expertise of the people of Cleveland to ensure that the CDP recognizes and operates in a manner consistent with cooperative community understanding and engagement.

The mission of the Community Police Commission is to make recommendations on policies and practices related to community and problem-oriented policing, bias-free policing, and police transparency; to work with the many communities that make up Cleveland for the purpose of developing recommendations for police practices that reflect an understanding of the values and priorities of Cleveland residents; and to report to the City and community as a whole and to provide transparency on police department reforms.

For more information, visit the CPC’s website at: http://www.clecpc.org/

Position Overview:
This position will serve as the head of the administrative office of the Cleveland Community Police Commission.

This individual will report directly to the Commission, which is lead by its co-chairs. This person is the direct supervisor for all the staff working for the Cleveland Community Police Commission including one administrative assistant, one policy analyst, and two community engagement coordinators. The Executive Director will manage operations of the CPC staff and is responsible for executing the mission and consent
decree mandates of the CPC. This motivated individual will report to the Commission to complete assigned tasks necessary to its success, manage the staff, and oversee staff-related projects and duties. As a new position, this first Executive Director will set the tone and culture for the new staff, including helping to hire other staff members.

The Executive Director will be employed by the City of Cleveland and is subject to the rules and regulations of the City, thereby subject to public records requests. As an employee of the City of Cleveland, the Executive Director is eligible for standard City benefits. This position is funded by the City of Cleveland, but may be time-limited by when the conditions of the consent decree are met. The salary for this position will be based on credentials and experience.

**Duties:**
- Lead day-to-day operations of the CPC staff
- Oversee the hiring of the CPC staff in collaboration with Commissioners
- Execute decisions of the Commission and work directly with Commissioners to implement the Commission’s mission and consent decree mandates
- Develop, initiate, and maintain strategies and tactics designed to meet targeted objectives assigned by the Commission and mandated in the consent decree
- Evaluate CPC staff and ensure the work of the Commission is done transparently, efficiently, and competently, including an annual assessment of staff
- Ensure professional development of staff and team-building
- Provide strategic direction and annual work plan and objectives for CPC staff
- Ensure all Commission, standing committee, and working group meetings and events are appropriately staffed
- Manage the financial oversight of the Commission, including the budget, in coordination with City and other officials as required
- Serve as the Commission’s media contact and official staff spokesperson
- Establish collaborative partnerships and ongoing relationships with interested stakeholders to develop solutions to improve community-police relations
- Maintain an awareness of evolving issues and concerns related to police reform nationally
- Maintain a flexible schedule outside traditional work hours
- Complete other duties as assigned by the Commission

**Qualifications:**
- A High School Diploma or GED is required
- Four years of full-time paid management or administrative experience is required.
- Must be able to lead and manage a staff
- A Bachelor’s degree is required. Additional career experience in human services, public administration, organizational behavior, and/or a related field of interest will also be considered. Two years of experience may substitute for each year of college education lacking
- A minimum of three years of experience in related policy work (e.g. police reform, criminal justice system reform, social justice, civil rights, or community advocacy)
• Experience in strategic planning, creating, and managing organizational budgets
• Experience developing community engagement programs, community organizing, and public relations
• Must be committed to advancing 21st century standards of police reform
• Must have an understanding of the purpose, structure, and context of the Cleveland consent decree
• Able to work effectively within diverse communities
• Must have effective analytical, verbal, and written communication skills
• Must have core management skills for day-to-day operational management (e.g. creating and evaluating work plans, managing budgets, project management, etc.)
• Must be reliable, punctual, organized, and have demonstrated ability to juggle multiple priorities
• Must be available to work outside of traditional work hours to staff meetings and Commission events
• Must have a valid Ohio State Driver’s license

Selection Process:
• Please note that all Executive Director applications are public record, subject to disclosure upon request
• All finalists will be required to make a public presentation on an evening in January 2017

Qualified candidates should forward a cover letter and resume to

1. Sharon Dumas, Department of Finance at:
   sdumas@city.cleveland.oh.us;
   or mail to 601 Lakeside Avenue, Room 104, Cleveland OH 44114;
   AND
2. Kathleen Brennan at:
   info@clepc.org;
   or mail to 1422 Euclid Avenue, Suite 1300, Cleveland, OH 44115

Application deadline is Tuesday, November 8, 2016