

Senior Manager - Civilian Review Board Manager

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   **APPLY**

Salary ⓘ	\$87,618.00 - \$139,958.00 Annually	Location ⓘ	Richmond, VA
Job Type	Full-Time Permanent	Job Number	02M00000027
Department	Council Chief of Staff	Opening Date	09/28/2023
Closing Date	Continuous		

<u>DESCRIPTION</u>	<u>BENEFITS</u>	<u>QUESTIONS</u>
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Description

A newly developed, exciting opportunity exists at the City of Richmond as we are seeking highly qualified candidates to fill the position of Senior Manager. The selected candidate will operate in the capacity of Civilian Review Board Manager and will report to the Council Chief of Staff.

This is a unique position in which the incumbent is responsible for coordinating and analyzing the administrative and operational performance of programs and projects related to the City of Richmond Civilian Review Board (CRB). The CRB is tasked with implementing various systems of oversight of the Richmond Police Department (RPD) as it relates to the certain aspects of a collaborative oversight model. These aspects include and may not be limited to the following types of oversight:

- Investigations of police misconduct by citizens with recommendations of findings to the Chief of Police
- Investigations of police misconduct by police officers with recommendations to the Chief of Police to approve or reject findings
- Appeal to citizens of findings by complainants established by the police department with recommendations of findings
- Audit of investigative processes by which the police department accepts and investigates complaints with reporting on efficiency and effectiveness of the processes to RPD and the public

The ideal incumbent will have extensive knowledge and skill in the interpretation and application of federal law, state statutes, and local ordinances and requires a strong legal foundation. The ability to operate effectively in this highly visible and engaging position will

contribute tremendously to the success of the Board. Essential characteristics of the ideal candidate include collaborative talent, fairness, flexibility, and dedication to procedural successes with the ability to develop and implement CRB projects effectively.

****This position is unclassified. Therefore, the incumbent will serve at the will of the Appointing Authority.****

Duties include but are not limited to

- Administering, coordinating, and managing all functions related to the Richmond Civilian Review Board
- Providing oversight of the various activities and project integrations performed by the Board
- Establishing policies and procedures of the Board, and ensuring compliance
- Interpreting federal law, state statutes, and local ordinances and ensuring proper application
- Facilitate the processes for Freedom of Information Act (FOIA) requests
- Providing professional analysis including analysis of complicated issues
- Preparing, writing, and updating various reports, analyses, evaluations, investigation requests, subpoena requests, budgets, and other documentation
- Presenting information to Council, RPD, and the general public as required
- Supporting and working closely with other agency personnel to ensure accuracy of information
- Serving as a liaison to external departments and entities
- Presenting information, responding to requests, and providing training opportunities for Board members
- Performing other related duties as required by City Council

Qualifications, Special Certifications and Licenses

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree in public administration, business administration or field directly related to assignment
- A Master's degree in a field directly related to assignment is preferred
- Seven (7) years of progressively responsible related experience that includes significant management and supervisory experience
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification

Preferred Qualifications:

- Juris Doctorate, Master of Legal Studies, or Master of Laws preferred or extensive legal experience preferred, but not required
- Expertise in devising and interpreting legal instruments
- Significant experience working with community boards or commissions preferred

LICENSING, CERTIFICATIONS, and/or OTHER SPECIAL REQUIREMENTS:

- None required

KNOWLEDGE, SKILLS, AND ABILITIES:

TYPICAL KNOWLEDGE, SKILLS, AND ABILITIES: These are a representative sample; position assignments may vary.

Knowledge, Skills & Abilities or some combination of the following:

Knowledge of agencies, support staff, companies, products, and requirements in area of focus. Analytical testing procedures. Business development. Constituent service. Cross-system and interagency collaboration. Budget management. Management practices. Federal, state, and local laws and procedures related to area of focus. Legal concepts. Legislative processes particularly for the City. Logistics in area of focus such as multi-modal transportation. Policy development and implementation. Microsoft Office Suite. Project management. Rules, regulations, procedures, and policies in area of focus. Skill in advancing complex planning and project initiatives. Communicating technical and complex information easily and concisely. Communicating with various internal and external departments at all levels. Delegating tasks accordingly. Developing annual capital and operating budgets. Developing programs and services in area of focus including scope, schedule, and budget. Drafting and creating high level documents, correspondences, presentations, memos, etc. Evaluating program measures and outcomes. Leading and motivating people and teams. Managing multimillion-dollar federal grants and contracts. Managing multiple projects and assignments. Overseeing the execution of goal setting and monitoring compliance with stated goals. Strategic negotiation. The ability to analyze information. Think critically. Make decisions. Be diplomatic. Multi-task. Problem solve. Speak publicly. Build relationships. Provide direction and accountability. Provide senior leadership and management. Provide technical and marketing information to appropriate external and internal departments.

Supplemental Information

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Prospective and current employees are invited to discuss accommodations.

Equal Employment Opportunity Statement

The City of Richmond provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training.

The City of Richmond Values Veterans-*We are an Official V3 Certified Company.*

Agency

City of Richmond

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