

# CHIEF OF STAFF-POLICE

Recruitment #1803-5417-001

<b>List Type</b>	Exempt
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	4/20/2018 12:00:00 PM
<b>Filing Deadline</b>	5/4/2018 11:59:00 PM
<b>HR Analyst</b>	Jeff Harvey

[Go Back](#)

## INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

**This position is exempt from Civil Service and serves at the pleasure of the Chief of Police.**

## PURPOSE

The Milwaukee Police Department (MPD) seeks a senior staff person with the experience and educational background to effectively attend to the high-level administrative tasks of the Office of the Chief, including operations, strategic development, implementation and evaluation, inter-bureau and inter-agency coordination, inter-governmental relations and staff management. The Chief of Staff will ensure that the organization and its functions are integrated into a strong, sustainable infrastructure that supports the MPD's national reputation as a leader in the provision of quality and responsive public safety services.

Reporting to the Chief of Police, the Chief of Staff provides leadership by executing the MPD's mission and core values through policies, procedures, effective communication and constructive interpersonal relations. The Chief of Staff serves as the Chief's direct liaison to the Fire and Police Commission.

## ESSENTIAL FUNCTIONS

- Operations: Support the Chief in the general management of the organization by planning, coordinating and evaluating the overall operation of the Chief's office; perform highly complex administrative assignments and analytical projects for the Chief; relieve the Chief of administrative detail; develop and advise on strategic, fiscal and capital improvement plans; direct the dissemination of public information; advise on ongoing and emergent issues and develop strategies for effective resolution and implementation.
- Planning and Development: Through collaboration and consultation with the Chief and Executive Staff, establish the MPD's priorities, goals and objectives and coordinate implementation of on-going projects, plans and strategies; ensure long and short-term goals are on track and support the mission and vision of the MPD.
- Build relationships with external community partners in order to identify opportunities for cross-sector collaboration. Intergovernmental Relations: Serve as a liaison with key public and elected officials, including the Mayor and the Common Council; ensure public officials, the Fire and Police Commission and other departments and agencies are aware of key departmental activities and that the MPD is responsive to their concerns and issues; serve as an MPD representative and spokesperson at public hearings and respond to external inquiries.
- Attend and represent the Chief at meetings as assigned. Staff Management: Direct and manage the operations and personnel in the Budget and Finance Division, Public Relations and Executive Protection; coordinate with senior managers to ensure timely and effective responses to directives.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **CONDITIONS OF EMPLOYMENT**

The candidate selected for this position must pass an MPD background examination prior to appointment, must be qualified to receive TIME System/CJIS Security Access and may be asked to sign a confidentiality/non-disclosure agreement upon hire.

The selected candidate must pass a pre-employment drug screen and physical examination.

## **MINIMUM REQUIREMENTS**

- Graduation from a law school accredited by the American Bar Association – Juris Doctorate (JD).

- Two years municipal government and policy planning experience including complex statistical analysis and budgetary functions.
- Valid driver's license at time of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS**

- Master's degree in criminal justice, public administration, public policy or a related field from an accredited college or university.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Ability to effectively and efficiently apply management principles related to strategic planning, resource allocation, leadership, and coordination of people and resources.
- Knowledge of the structure and functions of municipal government in order to perform strategic planning, budgeting, and to support the development and implementation of policies and procedures.
- Ability to plan and manage a complex, multi-million dollar departmental budget.
- Skill in judgment and decision making in order to consider relative costs and benefits of available options and to recommend and defend solutions that are in the best interest of the organization and of the community.
- Skill in identifying complex problems and reviewing related information in order to develop and evaluate options and to implement solutions.
- Ability to manage sensitive topics within and outside the organization.
- Skill in motivating and developing staff and in identifying the best use of departmental resources.
- Ability to communicate orally and in writing to convey accurate and timely information to varying audiences, including speaking to the media and producing and/or approving press releases and official departmental materials.
- Ability to negotiate with different groups concerning organizational topics.
- Ability to interpret and apply legal codes, precedents, governmental regulations, executive orders and agency rules.
- Skill in managing timeframes and schedules to meet competing deadlines.
- Ability to track, analyze, interpret and communicate data relevant to operations of the MPD.
- Ability to establish and maintain effective working relationships inside and outside the organization.
- Professionalism, initiative, honesty, integrity, and the ability to maintain confidentiality.

## CURRENT SALARY

THE CURRENT SALARY RANGE (1JX) for City of Milwaukee residents is \$80,442 to \$112,627 annually and the salary range for non-residents is \$78,468 to \$109,864 annually. Appointment up to \$98,765 for residents and \$96,342 for non-residents is possible, based upon qualifications and experience, and subject to approval.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job-related and may consist of one or more of the following: an evaluation of related education, experience and accomplishments, interviews or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to an interview. Information from the selection process will be used to make a hiring decision.

**APPLICATION PROCEDURE** Interested individuals must submit a resume and a letter of interest by email to Pamela Roberts at [prober@milwaukee.gov](mailto:prober@milwaukee.gov). Please indicate Chief of Staff (Police) in the subject line. Questions may be directed to Pamela Roberts by email or by phone at 414.935.7191.

**The deadline for submission of application materials is Friday, May 4, 2018.**

## ADDITIONAL INFORMATION

### BENEFITS

The City of Milwaukee provides a comprehensive benefit program that includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves

Additional benefits based on position To view the specifics about all the benefits offered by the City of Milwaukee please visit: <http://city.milwaukee.gov/DER/Benefits2018>.