

FIRE AND POLICE COMMISSION CHIEF OF STAFF

Recruitment #2101-5724-001

List Type	Exempt
Requesting Department	FIRE AND POLICE COMMISSION
Open Date	1/26/2021 09:00:00 AM
Filing Deadline	2/9/2021 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

****This position is exempt from civil service; the incumbent serves at the pleasure of the Executive Director of the Fire and Police Commission. ****

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.



The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

ABOUT THE MILWAUKEE FIRE AND POLICE COMMISSION

The Fire and Police Commission (FPC) was established in 1885 by state law and is one of the oldest police oversight agencies in the nation. The Commission's authority and responsibility are set forth in Wisconsin Statute Section 62.50, the Milwaukee City Charter Chapter 22.10, and the Milwaukee Code of Ordinances Chapter 314. The current seven citizen board members are appointed by the Mayor and approved by the Common Council; by Ordinance; the Board may be comprised of up to nine members.

The Commission's primary responsibility is policy oversight, including monitoring and prescribing the policies and standards of both the Fire and Police Departments. This oversight authority is exercised by Board action and regular audit and research relative to the Fire and Police Departments' operational initiatives and disciplinary actions. The Commission also conducts ongoing analysis of the Milwaukee Police Department's use of force incidents and uses the information as a foundation for policy and training improvement. Other functions of the Commission include:

- providing leadership, guidance, and coordination in public safety matters with the Milwaukee Fire and Police Departments;
- establishing recruitment and testing standards; appointing all employees of the two public safety departments;
- hearing appeals by members of the Fire and Police Departments who have been disciplined by their Chief;
- independently investigating and monitoring citizen complaints and, at times, discipline members for misconduct;and
- directing, reviewing, and evaluating on-going research, analysis, and audits relative to the Fire and Police Departments' operational initiatives and disciplinary actions, using the information for policy and training improvement within the two public safety departments.

The Milwaukee Fire and Police Commission is a member of the National Association for Civilian Oversight of Law Enforcement (NACOLE) and has adopted its Code of Ethics. For more information, visit www.milwaukee.gov/fpc.

PURPOSE

The Chief of Staff serves as a senior strategist supporting the Executive Director and manages the day-to-day operations of the FPC.

ESSENTIAL FUNCTIONS

- Manage day-to-day operations of the FPC and its staff.
- Provide guidance and counsel on operational issues to command staff, alderpersons, and administration on behalf of the FPC Executive Director.
- Manage projects, coordinate action items and deadlines, and ensure appropriate follow-through by staff.

- Ensure seamless communication with the City Attorney’s Office, command staff, other department heads, and City officials on policy changes and accountability issues to support FPC’s priorities, goals and objectives.
- Build a successful team through effective hiring, management, training, and coaching.
- Develop policies and procedures and design and present data-based reports for internal use or for the use of the Board of FPC Commissioners.
- Provide support to the FPC leadership team by focusing on equity, coordinating priorities, streamlining processes, mitigating risk, and evaluating practices.
- Lead a variety of key projects to ensure FPC’s goals and strategic objectives are met, including staff-led subcommittees and work groups.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

- Based upon each department’s response to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

MINIMUM REQUIREMENTS

1. Bachelor’s degree in business or public administration, communications, or a closely related field from an accredited college or university.
2. Five years of progressively responsible management experience in complex organizations, such as governmental entities or corporations.
3. Must be able to pass a criminal justice information service (FBI) background investigation and clearance check.
4. Valid driver’s license at time of appointment and throughout employment.

Equivalent combinations of education and experience will be considered.

IMPORTANT NOTE: College transcripts are required and must be emailed as an attachment to letodd@milwaukee.gov by the closing date and time. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed, and the date completed.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge

- 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 read, analyze, interpret and ensure compliance with policies and legal requirements.
- Ability to use standard computer software programs, including word processing, spreadsheet, enterprise software, and databases.

Strategic Management/Organizational Skills

- Skill in developing and evaluating options in order to implement efficient and equitable solutions.
- Skill in establishing long-range objectives, strategies, and actions.
- Ability to make recommendations for improvement in processes, procedures, and accountability measures.
- Ability to effectively and efficiently apply management principles related to strategic planning.
- Ability to assign duties, set performance standards, provide guidance and training, monitor work in progress, evaluate performance, and make hiring recommendations.
- Ability to employ innovative approaches to meeting and resolving assignments and critical issues.
- Ability to plan, organize, and prioritize work to achieve objectives within deadlines.

Leadership/Relationship Building

- High level of cultural competence, with expertise in community relations.
- Interpersonal skills, including the ability to establish effective working relationships with team members, departmental representatives, and City Officials.
- Ability to work cooperatively with people whose backgrounds may differ from one's own.
- Ability to foster an environment of inclusion and respect for all.
- Ability to work effectively in a diverse, collaborative, and team-oriented environment.
- Ability to work independently, fairly, and objectively among opposing interests.

- Ability to represent the department with the utmost professionalism, honesty, and integrity. Exemplary ability to use effective judgment.
- Ability to perform well under pressure and to remain calm.

Communication

- Skill in verbal and presentation skills, including the ability to clearly convey information one-on-one and before groups in a public setting.
- Superior written communication skills, including the ability to write complex reports that may be viewed by the public and/or subject to open records.
- Ability to maintain confidentiality and information security.

CURRENT SALARY

The current salary range (1 HX) is \$70,827-\$99,154 and the resident incentive salary range for City of Milwaukee residents is \$72,952-\$102,129. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

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

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

- **SELECTION PROCESS:** Screening for this position will be based on an evaluation of each applicant’s education, experience, and professional accomplishments, which must be detailed in a cover letter and resume.
- Cover letter, resume, and college transcripts must be sent via email to letodd@milwaukee.gov by 4:45 p.m. on Tuesday, February 9, 2021.
- Please indicate “FPC Chief of Staff” in the subject line. Questions relative to the selection process may be directed to Leon Todd by calling 414.286.5054.

The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **Tuesday, February 9, 2021**. Receipt of application materials may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

CONCLUSION

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.