

Citizen Review Board Administrator City of Syracuse

The City of Syracuse is actively seeking high quality candidates for the position of Administrator of the Citizen Review Board for the City of Syracuse. This is a highly visible, executive-level position responsible for the management and oversight of the Syracuse Citizen Review Board, a nationally respected agency in civilian oversight of law enforcement. The position will become vacant due to the incumbent Administrator's acceptance of a position with New York City's Office of the Inspector General for the NYPD.

The Citizen Review Board is an official city agency that facilitates a citizen-controlled process for reviewing grievances involving members of the Syracuse Police Department. In order to insure public accountability over the powers exercised by members of the Syracuse Police Department while preserving the integrity of the agency that employs them, citizen complaints regarding members of the Syracuse Police Department are investigated by the Administrator and reviewed fairly and impartially by the 11-member review board established under city ordinance. The board makes findings and disciplinary recommendations for individual complaints and submits annual policy and training recommendations to the City.

The Administrator is required to conduct independent investigations of complaints and facilitate panel hearings, community outreach events, training seminars and board meetings that often occur outside regular business hours and will be supported by a full time Administrative Assistant. The Administrator also is required to interface with government, including the Mayor's office, the Chief of Police, and members of the Common Council, and with news media. The CRB Administrator serves at the discretion of the Board.

The successful candidate will have at a minimum: (1) a bachelor's degree in Criminal Justice, Sociology, Social Work, or a closely related field, plus two years in planning, implementing or organizing programs, policies, and procedures in a public or private sector agency; or (2) Six years of paraprofessional or professional level work experience, or its part time equivalent, two years of which will have been in a professional level capacity in planning, implementing or organizing programs, policies, and procedures in a public or private sector agency; or (3) an equivalent combination of education and experience.

The successful candidate should have a thorough knowledge and/or experience in the following areas:

- Interviewing and Investigation
- Law Enforcement Policies and Procedures
- Data Analysis and Policy Development
- The Legislative Process

- Conciliation and Mediation
- Public Speaking
- Engagement with Diverse Communities
- Civil Rights
- Managing External Service Providers
- Interacting with Oversight Boards
- Media Relations
- Public Administration and Budgeting

The successful candidate must comply with the City of Syracuse residency requirement, and must do so no later than six months after accepting a job offer.

To learn more about the Syracuse Citizen Review Board, visit the agency's website at: <http://www.syracuse.ny.us/crb.aspx>.

The salary, depending on experience, has a range of \$47,000 - \$64,000 annually including health insurance benefits and a retirement package.

For consideration, please email your resume and a cover letter to The CRB Search Committee, c/o Betty Pearson at bpearson@syr.gov.

The City of Syracuse is an Equal Opportunity Employer.