

DIRECTOR **Office of Accountability and Transparency** **City of Phoenix**

The City of Phoenix is seeking a principled and collaborative leader to serve as the Director of the Office of Accountability and Transparency. The Director will be responsible for the development and implementation of the Office and its policies, procedures, and programs.

About Phoenix

Phoenix is the capital city of Arizona, the fifth-largest city in the country with 1.6 million residents. Phoenix is also at the heart of one of the fastest-growing economies in the United States. Known as the Valley of the Sun, Phoenix is a great place to live and work.

Phoenix is home to South Mountain Park and Preserve, one of the largest municipal parks in North America, covering more than 16,000 acres. Greater Phoenix is also the corporate headquarters of five Fortune 500 companies. From gardens and museums to arenas, colleges, and universities, Phoenix is a multicultural metropolis with an endless array of cultural, educational, community, and entertainment opportunities.

The City Manager of Phoenix, the Mayor, City Council, and the staff and leadership of a team of more than 14,000 professionals work to ensure that the residents of Phoenix are served fully and equitably through more than 40 City departments and functions from arts & culture and education to housing and public safety to transit and water services.



About the Office of Accountability and Transparency



The Office of Accountability and Transparency (OAT) was formed to monitor and provide civilian oversight of administrative investigations of misconduct allegations of possible misconduct by sworn personnel of the Phoenix Police Department. The Office also engages with the community receiving feedback regarding complaints and concerns regarding policing within the city.

Since its inception in 2021, OAT has monitored the administrative investigations of two incidents involving officers and civilians, found inadequacies in both, and issued comprehensive sets of recommendations to make future investigations more thorough.

[Click here](#) for more information on the Office of Accountability and Transparency, including the Monitoring, Quarterly, and Annual Reports issued and the City Code describing OAT's jurisdiction and responsibilities.

What the Phoenix Community is Seeking in a Director

In 2021, the City of Phoenix surveyed 2,268 Phoenix community members about how they wanted a Director of Accountability and Transparency to approach the job. The results were clear.

The next Director of the Office of Accountability and Transparency should be prepared to act on five clear priorities as stated by survey respondents.

Community Priorities for Police Oversight

1. Meet with community members and all stakeholders.
2. Establish credibility.
3. Gain understanding of the Phoenix community.
4. Respond to community concerns.
5. Develop a fair and balanced process.



Position Summary

The Director of the Office of Accountability and Transparency will work collaboratively with the Phoenix Police Department, including the Professional Standards Bureau (PSB) and the executive staff of the Phoenix Police Department to make subsequent recommendations regarding future investigations, policy, and training issues.

In this position, the Director will perform management, administrative, monitoring, and reporting responsibilities; supervise staff and oversee the activities and functions of OAT. The Director will coordinate and work in partnership with a Civilian Review Board (CRB) – to be established – and engage and collaborate with multiple stakeholder groups, including mayor and city council offices, Police Department management, community leaders, the public and media as appropriate to provide for fair and objective oversight of the conduct of sworn personnel and to ensure public confidence in such.

The annual salary for this position will be commensurate with experience and qualifications and may be up to \$207,979. The City contributes 9% of salary into 457/401(a) plans with no matching required. Included among other benefits is a \$6,000 annual car allowance and a \$1,440 annual cell phone allowance.

Position Responsibilities

The duties of the Director of the Office of Accountability and Transparency include the following:

- Provides staff support for the Civilian Review Board.
- Establishes policies & procedures to facilitate OAT monitoring of officer-involved shootings and allegations of officer misconduct.
- Develops and manages a complaint process for the public and accepts and tracks incoming complaints filed against the Phoenix Police Department.
- Conducts mediation of community complaints.
- Monitors investigations of sworn members of the Police Department.
- Prepares annual and quarterly reports and other reports as requested.
- Provides policy and training recommendations to the Chief of Police.
- Oversees the development of community outreach programs, including delivering presentations to various groups.

Position Qualifications

The qualified applicant will have a Bachelor's Degree in Criminal Justice, Criminology, Public Administration, or Business Administration and three years of management level work experience investigating allegations of misconduct by law enforcement officers, major criminal cases, or crime scenes or comparable experience, including supervisory experience – preferably experience with personnel related matters. An equivalent combination of education and experience may be considered.

The ideal candidate will be:

- A strong mentor who values the input and expertise of staff, supports professional development, and fosters an internal culture of open communication, trust, and accountability;
- An exceptional communicator and relationship builder who fosters collaboration and is also a savvy negotiator capable of confidently advocating the organization's positions;
- An honest, straightforward communicator who embraces the need for collaboration in order to achieve long-term results and brings credibility; and
- An inspirational leader with the ability to build confidence and quickly establish mutual respect and trust with the City leadership, internal partners and external community groups.

Additionally, the ideal candidate will possess the following skills, attributes, and knowledge:

- Ability to establish and maintain strong working relationships with various internal and external stakeholders.
- Understanding of the importance of community outreach, transparency, and effective communication.
- Ability to exercise sound judgement when addressing challenging issues and recommending thoughtful solutions.
- Knowledge of the organization, responsibilities, functions, policies, and procedures of local law enforcement.
- Knowledge of the fundamentals of criminal and administrative investigations including interviewing principles and techniques, as well as proper evidence gathering and handling techniques.
- Ability to interpret and explain complex laws, ordinances, enforcement principles and practices, regulations, policies and procedures.

Position Requirements (cont.)

- Skill with intergroup dynamics and conflict resolution.
- Ability to gain clear agreement and commitment from others by persuading, convincing and negotiating.
- Ability to effectuate political acumen. Provide others with clear direction; motivate and empower.

The preferred candidate will also have:

- Language proficiency in both Spanish and English;
- A Law Degree from an accredited college or university; and
- Membership in the National Association of Civilian Oversight of Law Enforcement (NACOLE).

Special Requirements & Qualifications

City of Phoenix residency is required within 24 months after the date of hire for newly hired executives; however, exceptions may apply for current employees.

Per section 20-5(D) of the Phoenix City Code, candidates will not be considered if they have been employed in law enforcement or if they have immediate family members who have been employed in law enforcement, although familiarity with law enforcement processes will be considered.

- Immediate Family Member means the spouse, parents (including a stepparent), children (including a stepchild), sisters or brothers (including a stepsister or stepbrother).
- Law Enforcement means any state, county or local officer, including probation or correctional officers, and military law enforcement employment. This includes volunteer or paid work in a civilian or sworn capacity.

To Apply

The City of Phoenix is partnering with POLIHIRE to identify the next Director of the Office of Accountability and Transparency. If you are interested in this position, please [click here](#) to apply.

The City of Phoenix is an AA/EEO/D/V Employer.

