

Adopted Version
1.26.2019

Executive Director for Detroit Charter Revision Commission (Independent Contractor)

Salary

\$65,000 - \$110,000 Annually

* No benefits provided.

* Contractor will be responsible for taxes in accordance with tax law.

Location

MI 48226, MI

Job Type

Contract Employment – Services offered under a personal service contract as opposed to employment with the City

Closing

2/25/2019 11:59 PM Eastern

Description

The Executive Director is responsible for the overall leadership, operations, management, asset protection and marketing/public relations of the Detroit Charter Commission (the Commission), an elected, nine-member board tasked with reviewing, revising and if necessary, re-drafting the Home Rule Charter of the city of Detroit. The Executive Director is expected to create a positive, educational atmosphere for Detroit's residents and businesses. Under the direction of the Commission Chair, the Executive Director shall be responsible for a number of tasks that are enumerated in the job posting on the Commission's web site.

The Executive Director is responsible for maintaining a prompt schedule throughout the entire process of revising the Charter. The title will create and adhere to revision deadlines, and make sure all Commission task are done timely in order that the revision deadlines may be met. The position reports directly the Commission Chair, and oversees all tasks of the Administrative Assistant.

The Executive Director assists the Commission with planning all business to be conducted at all meetings at the direction of the Commission Chair or Committee Chair. This title is the public face of the Commission, and engages with those persons who have business with or may interface with the Commission. The title also must perform extensive research on various topics, and assist with the drafting of potential Charter revisions.

Examples of Duties

The duties specified below are representative of the range of duties assigned to this job class and are not intended to be an inclusive list:

- Serve as full-time administrator for the Charter Commission.
- Responsible for site selection for meetings and all logistics of the meetings (i.e., sufficient seating, accessibility for disabled persons)
- Provides advice on questions of parliamentary procedure at all Commission meetings, and to all Commissioners upon request.
- Coordinates parliamentarian volunteers/contractors who may assist at Commission meetings.
- Assist with activities of all Committees, found within Schedule C of the Commission Bylaws, attached hereto.
- Implementing the strategic goals of the Detroit Charter Commission
- With the Chair, enabling the commission to fulfill its function(s) within the allotted time spa
- Managing all plans associated with specifications, administering and advising organizations as requested by the commission
- Under the direction of the commission, planning, attending and conducting all Commission and committee meetings, conferences and media events as well as meetings with various officials within and without city government
- Supervision and training of administrative office staff; coordinate and direct the activities of commission staff.
- Assist the Chair and Committee Chairs with the advancement of the Commission's work.
- Conduct extensive and thorough research and provide statistics, data, and other information useful to, or requested by, the Commission and Committees through their respective Chairs.
- Oversee the volunteers and others tasked with performing research for potential Charter changes.
- Carry out tasks assigned by the Commission, committees, or their respective Chairs.
- Assist the Charter Commission Chair and all Committee Chairs with preparation of meeting agendas and backup materials, and coordinate same through the office of the City Clerk.
- Assist professionals and other contracted parties serving the Charter Commission as needed.
- Meet with and obtain information from all City branches of government to obtain and share information for the Charter Commission and its Committees.
- Meet with various community activists and interest groups to discuss potential changes to the Charter. Taking good notes is an important skill set.
- Prepare press releases and arrange interviews and speak on behalf of the Commission, all in coordination with the Charter Commission Chair.
- Facilitate interactions between the Commission and any persons desiring to contribute to the Commission's work.
- In an organized fashion, oversee records of all suggested changes to the City Charter – made in Commission meetings or otherwise. Organize suggested changes to the Charter from all persons and interest groups.
- During the phase when the Commission is drafting potential Charter revisions, the Executive Director will oversee this process. This will include assisting the General Counsel, volunteers, Commissioners and others with drafting, and summarizing and categorizing the various types of revisions.
- The title must aggressively pursue all angles and arguments for all of the various topics under consideration, through back up research and otherwise.
- Performs special projects and other duties as assigned

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Minimum Qualifications

Education

Candidate must possess a Bachelors or Master's Degree in public administration, or MBA, or its equivalent in experience, as determined by the Commission.

Experience

In addition to the minimum education requirements, the following experience requirements also apply:

Candidate must possess a combination of experience and training that would provide the required knowledge and abilities.

Paralegal experience is a plus.

Candidate must adhere to the current City of Detroit Ethics Ordinance and any updates to same.

SCHEDULE C (Charter Commission Bylaws)

Standing Committee Responsibilities (1/10/19)

- (a) **Budget and Finance Committee**: To monitor assets, liabilities, revenue and expenditures of the Charter Commission, and perform audits of such. To present financial reports of the Commission at each meeting. To maintain all financial records of the Commission.

- (b) **Personnel Committee**: To interview candidates for positions and recommend applicants to the whole body, and to oversee the work of Commission personnel. To make recommendations for personnel changes, for consideration of the whole body.

- (c) **Rules, Planning & Structure Committee**: To oversee compliance with the Bylaws and propose changes in the Bylaws, for consideration and approval of the whole body. To oversee compliance with the Commission Flight Plan (once approved by majority vote of the Commission), and make any proposed changes in the Flight Plan, for consideration and approval of the whole body. To organize the presentations during the Public Hearings Phase of the Commission Flight Plan, for consideration and approval of the whole body.

- (d) **Public Agencies and Safety Committee**: To address the following areas of City of Detroit operations:
 - Airport
 - Building, Safety, Engineering and Environmental (BSEED)
 - Fire
 - Municipal Parking
 - Police and the Board of Police Commissioners
 - Detroit Department of Transportation (DDOT) and Detroit Transportation Corporation
 - Department of Appeals and Hearings
 - Detroit Area Regional Transit Authority (DARTA)
 - Detroit Wayne County Health Authority

- Public Works
- Public Lighting
- Detroit Water and Sewage Department (DWSD)
- Part of BSEED
- Health
- Homeland Security and Emergency Management
- Greater Detroit Resource Recovery Division (GDRRA)
- Southeast Michigan Council of Government (SEMCOG)

(e) **Internal/External Departmental Operations and Government Accountability Committee**: To address the following areas of City of Detroit operations:

- Detroit City Council
 - City Clerk
 - 36th District Court
 - Civil Rights, Inclusion and Opportunity
 - Human Resources
 - General Services
 - Pensions & Retirement Systems
- Appointed Boards and Commissions
- Mayor's Office
 - Elections and the Elections Commission
 - Law
 - Department of Innovation and Technology (DoIT)
 - Board of Ethics
 - Cable Commission
 - Board of Review
 - Special Events under Mayor's Office and Film Office
 - Inspector General

- Media Services
- Ombudsman
- Auditor General
- Office of Chief Financial Officer (OCFO)
- Divisions of OCFO

(f) **Economic Growth and Development Committee**: To address the following areas of City of Detroit operations:

- Planning and Development
- Empowerment Zone
- Workforce Development
- Cobo Convention Center Authority
- Economic Development Corporation (EDC)
- Downtown Development Authority (DDA)
- Detroit Wayne County Port Authority (DWCPA)
- Detroit Economic Growth Corporation (DEGC)
- Detroit Visitors and Convention Bureau (DVCB)
- Local Development Finance Authority (DBRA)
- Detroit Wayne County Stadium Authority
- Zoning
- Licensing and Consumer Protection
- Purchasing & Procurement
- Certification (DBA) Certification of Detroit Based Businesses?
- Detroit Business Development
- Mayor's Office of Targeted Business Development
- International Import/Export & Trade
- Detroit Wayne Joint Building Authority
- Detroit Building Authority and other authorities (Brownfield Authority, DLBA)

(g) **Neighborhood And Community Services Committee**: To address the following areas of City of Detroit operations:

- Youth
- Seniors
- Disabilities
- Arts
- Civic Center
- Library
- Human Services
- Historical
- Senior Citizens
- Citizens Radio Patrol
- Homeless Coordination
- Cultural Affairs
- Museums
- Recreation
- Ombudsman
- Zoo
- Neighborhoods and Districts
- Neighborhood Associations and Block Clubs
- Office of Sustainability
- Financial empowerment
- Access to documents
- Accountability of City Leadership
- Citizen Advisory Councils (Citizen District Councils) or other citizen engagement mechanism

- Housing and Revitalization
- Adopt-a-park
- Historic designation

- (h) **Privatization, Labor and Workers Rights Committee**: To address all issues pertaining to employment and contract work with the City of Detroit, including privatization, wages and benefits (ie., pension), labor law and individual rights of employment.