**ABOUT THIS POSITION**

The City is offering a $5,000 hiring incentive to new hires for Special Projects Administratorwhich will be paid in accordance with A.R. 2.55.

The City is offering up to $10,000 reimbursement for relocation expenses which will be paid in accordance with A.R. 2.54.

The Law Department is seeking a Department of Justice (DOJ) Special Projects Administrator for the Civil Division. This is a rare opportunity for an exceptionally organized project manager to play a key role in the transformational reform of the Phoenix Police Department. This position will serve as a member of the City's DOJ Response Team and report to the Chief Assistant City Attorney/Assistant Project Manager. They will supervise a team of policy writers, and use established principles of project management to facilitate related Police reform implementation efforts, which include timely and efficient communications, deadline management, and proactively identify and resolve barriers to project implementation.

Essential duties:

* Supervise and provide coaching and feedback to team of Management Assistant II- Policy Writers.
* Collaborate with the DOJ, monitors, and subject matter experts to ensure policies and procedures align with best practices.
* Coordinate the exchange of information between internal and external stakeholders.
* Conduct research on outstanding issues and write both business and financial reports on the status of the project.
* Assist with the maintenance of a thorough project plan and centralized repository of project tasks and status.
* Identify needed resources and ensure availability for project completion.
* Provide project updates to project sponsors.
* Attend interviews and meetings, as needed.

The successful candidate has knowledge of law enforcement procedures and operations; and can coordinate and collaborate with stakeholders including Law, the Police Department, DOJ, monitors, and subject matter experts during the resolution of the DOJ investigation.

This is a temporary position with a possibility to be made regular in a future budget cycle. The temporary position will have benefits but will not earn city retirement credits or participate financially into the city’s retirement program. If the successful candidate is a current City employee, all benefits will still be applicable and the employee will still contribute to their pension. Temporary positions are not covered under civil service rules, and thus employment is considered “at-will” and employees may be separated at any time.

**IDEAL CANDIDATE**

* Has the flexibility and maturity to deal with unpredictable circumstances.
* Is a personable, effective communicator that can facilitate large groups to review and improve complex processes.
* Possesses the ability to build effective relationships with various citywide stakeholders at all levels.
* Takes initiative and works independently.
* Manages a challenging workload and job responsibilities in a balanced, efficient, effective manner.
* Possesses strong oral and written communication skills.
* Provides strategic communications advice to city staff including management.
* Positively motivates and coaches staff members.
* Has strong organizational skills and manages a variety of projects and staff.
* Can be creative and adaptable with time management.
* Demonstrates strong AP Style writing skills.
* Displays proven ability to multitask and prioritize, especially under tight deadlines.

**SALARY**

Up to $121,638.40 annually.  Salary commensurate with experience and qualifications. The City contributes 9% of salary into 457/401(a) plans with no matching required. $3,600/annual car allowance and $1,440/annual cell phone allowance.

**BENEFITS**

A comprehensive Middle Manager benefits package is offered which includes:

* Traditional pension with employer and employee contributions, click here for more details: [Pension Information](http://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Pension%20Information%203.15.2021.pdf)
* 401(a) and 457 plans with employer contributions
* Choice of generous medical HMO, PPO, or HSA/HDHP plans
* Medical enrollment includes a monthly $150 City contribution to a Post-Employment Health Plan
* Wellness incentive of up to $720 annually
* Dental, vision, and life insurance options
* Employer paid long-term disability
* Free Bus/light rail pass
* Tuition reimbursement program up to $6,500 per year
* Paid time off includes 12.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days
* Paid Parental Leave for eligible employees up to 480 hours (12 weeks) of paid leave for the birth, adoption, or foster care placement of a child during a 12-month period
* Federal Student Loan Forgiveness offered through [Savi](https://cityofphoenix.bysavi.com/?utm_medium=email&utm_campaign=NF&utm_source=exacttarget&utm_content=RPPT:na:na:na:na:ERP02123&utm_term=662842.314156&WT.dcsvid=314156)

For more details, visit: [Middle Manager Benefits](https://www.phoenix.gov/hrsite/Benefit%20Category/009.pdf).

**MINIMUM QUALIFICATIONS**

* Five years of progressively responsible experience in public administration and research, or construction management.
* Bachelor's degree in public or business administration, government management, architecture, engineering, or a related field.
* Other combinations of experience and education that meet the minimum requirements may be substituted.
* The City job description can be found [here](https://www.phoenix.gov/hrsite/JobDescriptions/08610.pdf).
* Assistance for relocation costs and exploratory home search trips may be authorized for the successful candidate, however per IRS rules, relocation costs are considered to be income. <https://www.irs.gov/irm/part1/irm_01-032-012>.
* All finalists for positions are subject to a criminal background check applicable to the department or position.
* For information regarding pre-screening and driving positions, [click here](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Pre-Employment%20Information%203.15.2021.pdf).

**PREFERRED QUALIFICATIONS**

The minimum qualifications listed above, plus:

* Two years in a supervisory role with responsibilities such as staff goal setting, accountability, coaching, performance reviews, scheduling, etc.
* Experience leading large process improvement projects that include multiple disciplines/departments.
* Experience managing and negotiating large projects from concept through implementation.
* Experience with event planning and community outreach.

**RECRUITMENT DATES**

Recruitment closes April 3, 2023. All materials must be received by 11:59 p.m. on this date.

This recruitment and any interview process as a result of this recruitment may be used by multiple hiring managers and multiple departments throughout the City to fill any related current or future vacancies; other recruitments and appropriate eligible lists may also be considered.

**HOW TO APPLY**

Apply online at [<https://www.phoenix.gov/hr/current-jobs/>](https://www.phoenix.gov/hr/current-jobs/)by completing the required information and attaching,**as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

**WE ARE HERE TO HELP**

* Job interviews may be held by video or audio conference.
* If you are in need of computer resources, [click here](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Free%20Computer%20Access%20Resources.pdf) for free options.
* Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](https://arizonaatwork.com/events) for more information.
* Explore other [Employment Opportunities](https://www.phoenix.gov/employment) with the City of Phoenix.
* Subscribe to receive [e-mail notifications](https://action.phoenix.gov/j1.pl?a06431395e1fce54d08f3ce16e85899d7b48a2baf2efe0aae72c6d761f480cb0) about new employment opportunities.
* If you need assistance applying for this job, please contact our HR Connection Center at [(602) 495-5700](tel://602-495-5700/).

**REFERENCE**

Special Projects Administrator: Job Code 08610, ID # 48279

Building the Phoenix of tomorrow.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.