

	THE CITY OF KEY WEST Job Description	CONTRACT POSITION APPOINTED BY CITIZENS REVIEW BOARD	
		REVISED	09/2023
POSITION	EXECUTIVE DIRECTOR	ANNUAL SALARY	\$45,000.00
DEPARTMENT	CITIZENS REVIEW BOARD	GRADE	C01
JOB CODE	43275		No Benefits

REPORTING RESPONSIBILITIES:

- Reports directly to Citizens Review Board.

GENERAL FUNCTIONS:

- The CRB is an independent board with authority to review and/or investigate complaints involving the Key West Police Department. This is an executive level position that will direct major operations of the CRB including supportive services, records and information production/management and communications with City of Key West, KW Police Department, various State/Local agencies and the general public.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to perform the duties of the job.
- Able to work a forty (40) hour workweek with additional hours as necessary.
- Must be available for regular and special meetings.
- Able to use equipment and materials as specified in job description.
- Computer literate and keyboard/mouse proficient.
- Bachelor's degree from accredited institution.
- Qualified applicant must be resident of Monroe County.

EQUIPMENT TO BE USED:

- Personal computer and related software and office machines—fax, telephone, copier.

ENVIRONMENT:

- Most of the work to be done in air-conditioned and non-air-conditioned buildings.

PHYSICAL REQUIREMENT:

- Sitting 60%
- Standing 15%
- Climbing 5%
- Bending 5%
- Reaching 5%
- Walking 5%
- Lifting 5%

DUTIES/TASKS/JOBS:

- Directs the major program area of the CRB.
- Develops, reviews and presents reports, studies and research relating to the CRB operation and at the direction of the Board.

- Administers, interprets and explains policies, rules, regulations, and consults with legal staff.
- Secures and directs supportive staff to ensure continuing operations.
- Consults with related agencies and other private organizations.
- Solves problems by implementing corrective action.
- Heavy contact with the public.
- Requires excellent people skills and the ability to handle difficult/sensitive matters in an appropriate and professional manner.
- Ability to organize, plan and prioritize.
- Provides consultation and advice to others.
- Analysis of data or information.
- Processes information.
- Makes decisions and solves problems.
- Gather information needed to do the job.

REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:

- Writing skills
- Fair judgment and decision making
- Reading comprehension
- Time management (scheduling)
- Public speaking
- Information gathering
- Social perception awareness
- Cultural/Ethnic sensibility
- Administrative and management skills
- Law, Government and Jurisprudence.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the Citizens Review Board.

Applicant Signature

Date

THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION/ VETERANS PREFERENCE EMPLOYER & A DRUG-FREE
WORKPLACE

Apply at: City Hall, Office of Human Resources
1300 White Street
Key West FL 33040
Telephone: (305) 809-3714
Fax: (305) 809-3719