



**MIAMI-DADE COUNTY**  
**Executive Director, Independent Civilian Panel (Exempt)**  
**Salary to be determined by the Board of County Commissioners**

Miami-Dade County is seeking an open-minded, knowledgeable, and results-oriented leader for the Executive Director, Independent Civilian Panel (ICP). The Independent Civilian Panel, formerly known as the Independent Review Panel, was reestablished by Ordinance No. 20-80 on August 31, 2020. The ICP was created to conduct investigations and reviews concerning complaints and grievances made against sworn officers of the Miami-Dade Police Department or other law enforcement agencies under the Board of County Commissioners. The ICP is an independent entity charged with ensuring impartial investigations and fact finding inquiries are conducted equitably without interference or influence from external parties. The ICP provides the community with an additional layer of review and oversight for matters involving complaints against sworn law enforcement officers.

The Executive Director, ICP will report to the Independent Civilian Panel which has the authority to investigate and review allegations of misconduct; use of force incidents resulting in death, permanent disability, dismemberment or other great bodily harm; and all files closed by the Miami-Dade Police Department; and to review and recommend policies and procedures that outline the investigations, training and recruitment of sworn law enforcement officers.

The Executive Director, ICP assists the Independent Civilian Panel as the Panel investigates or reviews the following matters: (1) Allegations of misconduct; (2) Use of force incidents resulting in death, permanent disability, permanent disfigurement, or other great bodily harm to a person (3) make recommendations regarding current and proposed police department policies, procedures, and practices on matters including, but not limited to training, recruitment, and disciplinary procedures (4) holds public hearings, conduct alternative dispute resolution, make factual determinations, draw conclusions, propose recommendations, and prepare interim and final reports on matters relating to complaints or grievances (5) requests the issuance of subpoenas for witnesses, documents, and other potential evidence for all matters within its jurisdiction. The Executive Director will develop a strategic plan to work with diverse communities throughout Miami-Dade County to promote and build trust in the mission of the ICP.

The Executive Director may hire, terminate, and administer necessary staff including a Senior investigator/mediator, other investigative personnel, an Office Administrator, and a Policy Analyst. The Executive Director will ensure staff and Panel members receive (i) Ethics Training from the Miami-Dade County Commission on Ethics and Public Trust, and (ii) Police-Based Perception Training or other civilian police training that simulates police encounters, and (iii) training on police policies, procedures, and practices from the Miami-Dade Police Department or another entity that trains civilian panels that provide oversight to law enforcement agencies.

The Executive Director establishes departmental goals, policies and procedures and ensures staff compliance; coordinates the various functions and activities of the office and panel; ensures efficient and thorough case management; coordinates research and analyses of police policies and procedures to enhance accountability and professionalism in the delivery of services; and performs other related duties

The ideal candidate should demonstrate core competencies in the following areas:

- **Leadership** – Experience showing integrity, professionalism, sound judgment, and independence.
- **Community Relations** – Experience in community relations and outreach with the demonstrated ability to build strong, yet independent working relationships with diverse constituents and community representatives.
- **Cultural sensitivity** – Knowledge of and sensitivity to the needs and concerns of individuals from diverse

cultures, backgrounds, and orientations.

- **Management** – Knowledge of organization and management practices and methods, including goal setting, program development and implementation, employee supervision, personnel management, employee relations, team building, budget development, and financial management.
- **Collaboration** – Experience collaborating with senior executives, staff and diverse groups/individuals to achieve goals.
- **Executive Presence/Communication** – Ability to engender confidence internally and externally through clear communication, credibility and leadership.

The Executive Director, ICP will supervise a staff of four employees responsible for the investigation, mediation and administration of the Office of the Independent Civilian Panel. For Fiscal Year 2021-22, the County's adopted budget is \$9 billion dollars. Miami-Dade County is internationally recognized for its achievement in implementing a results-oriented government culture.

**Minimum Qualifications:**

Bachelor's degree and a minimum of eight years of experience in social work, social justice, civil rights, criminal justice or related field and a minimum of four years in a managerial role is required; **OR** High School Diploma or equivalent and a minimum of twelve years of experience in social work, social justice, civil rights, criminal justice or related field and a minimum of four years in a managerial role is required.

Must be willing to work flexible hours, including weekends, evenings and nights.

**Preferences**

Graduate Degree

Excellent managerial and administrative skills and experience.

**Benefits:**

Miami-Dade County offers outstanding comprehensive benefits that include: full medical, dental, optional vision and disability insurance; optional 457 pre-tax savings plans, optional flexible spending accounts, 12 paid holidays, one birthday holiday, and three floating holidays; vacation and sick leave; and employee contributory membership in the Florida Retirement System.

Applicants qualifying for employment will be subject to an extensive background check including, but not limited to, fingerprint checks, employment verification and other procedures. All resume submittals are subject to State of Florida Public Records Law.

Miami-Dade County is an Equal Opportunity Employer. Applicants and employees are protected from discrimination based on certain categories protected by Local and Federal law.

Qualified applicants may apply online for the Executive Director, Independent Civilian Panel, Job Opening #69586 at [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs) or send resumes via email to [Recruitment@miamidade.gov](mailto:Recruitment@miamidade.gov) or mail to Kathy L. Horton, Human Resources Manager, Recruitment, Human Resources Department, 111 NW 1<sup>st</sup> Street, Suite 2110, Miami, FL 33128 For additional information contact Ms. Kathy L. Horton at (305) 375-2668 or [Kathy.Horton@miamidade.gov](mailto:Kathy.Horton@miamidade.gov) . All documents submitted in response to the advertisement are public records pursuant to Chapter 119 Florida Statutes.