

DETROIT CHARTER COMMISSION EMPLOYMENT OPENINGS

RESEARCHER

COMPENSATION RANGE

Hourly rate of \$30/hour, plus expenses as per approval of the Committee of the Whole.

SUMMARY DESCRIPTION

The Researcher for Detroit Charter Revision Commission provides research assistance on all aspects of information needed to help craft the Detroit City Charter. The candidate must be self-driven with a knack for investigative work. S/he must be highly detail-oriented and very well organized with the ability to communicate well in writing and verbally. The candidate must also be very adept at using various research tools, methodologies and sources, in order to obtain recent and relevant data for the Commission. Candidate must be able to work flexible hours.

It is anticipated that much of the information to be researched will involve historical and present-day operations of various City of Detroit departments. Thus, a candidate with knowledge of the innerworkings of the City of Detroit governmental operations is a plus. Additionally, a candidate familiar with researching law, such as statutes or court rulings, is also a plus. Research will also likely require interaction with experts and persons with knowledge of topics being researched. The specific research topics will likely include, listed by way of example not limitation, municipal finance, legal, City operations and its impact on the City residents.

MAJOR RESPONSIBILITIES

- Performs all tasks in consultation with the pertinent committee
- Reporting to and working through the Executive Director of the Commission to establish research projects and processes, as requested by Commissioners.
- Perform legal research, in consultation with the General Counsel and Executive Director
- Conduct detailed research of intended subject matter according to Commission needs
- Create a plan of action, set project goals, and manage to completion
- Formulate effective and efficient research processes
- Acting through initiative, delving into various topics that relate to issues being researched.
- Perform fieldwork, interviews, experiments, concept tests, etc. to gather data
- Utilize various professional sources to find and extract pertinent information
- Perform evaluative analysis of selected resources and current data
- Organize and maintain research databases, and proficiency using a user-friendly database management system
- Frequently self-audit work and check data for errors and inconsistencies

- Compile and organize findings in graphs, charts, mock-ups, and diagrams
- Document, report, and present research findings to Commissioners and the general public
- Writing policy analysis, reporting policy research out the various committees as requested.
- Comparative analysis in Detroit's government structure with what exists in other communities within and without the state of Michigan
- Comfortability working in a diverse environment

MINIMUM QUALIFICATIONS:

- A Bachelor's degree from an accredited college or university, and/or equivalent experience, demonstrating significant experience in research, analysis and presentation
- Extensive and proven experience in researching in various fields
- Experience engaging with or exploring various aspects of municipal government operations.
- Experience using statistical analysis software
- Well-versed in database management
- Proficient using Microsoft Office Suite
- Effective communicator, both orally and written
- Acceptable writing sample concerning job requirements

POSITION TYPE

This position will be a contracted position and therefore not eligible for health care benefits, the incumbent will receive a 1099 for their compensation and will be responsible for their taxes. This position is not a City of Detroit Position.

APPLY TO:

Interested candidates must submit cover letter, resume, and a writing sample, addressed to the Personnel Committee of the Detroit Charter Revision Commission at researcherdetroitcharter@gmail.com.

Applications without cover letter and resumes will not be considered for the position.

This posting for the Researcher position is also found on the City of Detroit Charter Commission website. www.detroitcharter2018.com. Applicants must submit cover letters and resumes in hard copy form as well, to

Detroit Charter Revision Commission
 c/o Personnel Committee
 Butzel Family Center
 7737 Kercheval
 Detroit, Michigan 48214

Resumes will be accepted from Monday November 25, 2019 until Monday, December 9, 2019, and the review period will continue until Monday, December 16, 2019. Selected candidates will be invited to interviews, at a location to be announced.