



Announcement No. 24-021

August 1, 2024

## **ADMINISTRATIVE ASSISTANT TO POLICE CHIEF POLICE DEPARTMENT**

Performs a variety of high-level administrative and support functions related to the daily operations of the police department. Maintains records, conducts research, develops reports, tracks budgets and expenditures and provides administrative support to the Chief. Independently handles various projects as assigned.

The expected hiring range is \$55,025.61- \$61,007.87 DOE (the full salary range is \$55,025.61–\$72,458.21). Competitive benefits package including the following: Defined benefit pension & deferred 457 retirement program (City offers 4% guaranteed with up to 6% matching of employee's gross pay). 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan, life insurance, dental & vision insurance.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **Education, Training and Experience:**

- ✓ Educational requirements include a Bachelor's degree in public or business administration or related field; or equivalent work experience.
- ✓ Three (3) or more years in executive level administrative support, to include finance or records management.
- ✓ Two (2) years of supervisory experience preferred

#### **Jobs Responsibilities:**

- ✓ Supports the Chief in all daily activities. Maintains the Chief's calendar, schedules appointments, drafts correspondence, and screens departmental calls and visitors and answers procedural questions.
- ✓ Ensures adherence to department budgets. Reviews and processes invoices, secures approval of invoices and generates purchase orders, tracks and records department expenditures and prepares progress reports throughout the fiscal year. Assists the Chief with budget development and bid preparation. Tracks and records Act 302 funds; completes required reports to comply with State regulations.
- ✓ Facilitates MCOLES registry of department members, new hire, termination and annual reporting.
- ✓ The responsibility of this position will be performed during regular business hours unless directed otherwise. Perform other related work as required by the Chief of Police.

#### **Licensing and Other Requirements:**

- ✓ Must reside in and maintain principal domicile within 30 miles from the nearest city limit within twelve months of hire.

**TO BE CONSIDERED, CANDIDATES MUST SUBMIT A COMPLETED APPLICATION** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [jobs@traversecitymi.gov](mailto:jobs@traversecitymi.gov). Application can be found at [traversecitymi.gov/jobs/](http://traversecitymi.gov/jobs/)