



## Job Announcement

# ASSISTANT TO THE CHIEF OF POLICE POLICE DEPARTMENT

The City of Miamisburg, Ohio (pop. 20,000), a historic suburban community in the south Dayton metropolitan area is accepting applications for the position of Assistant to the Chief of Police. Miamisburg is a progressive and growing community that retains its small town charm with a historic downtown and a mix of older neighborhoods and new housing developments.

This individual reports directly to the Chief of Police and is responsible for a variety of advanced administrative functions including, but not limited to, use of Microsoft Office Suite for word processing, spreadsheets, slide presentations, and internet research; preparation of memos and letters; ordering materials and processing payments. This is a key position in the department, having daily interaction with employees of other departments and with the public. The Assistant will regularly receive a variety of resident/customer requests and concerns and must ensure that the appropriate action is taken with the highest level of customer service. The position requires independent judgement and action with minimal supervision. The minimum qualifications for the position are:

- Minimum of high school diploma or equivalent (college degree preferred), and
- Minimum of one year experience providing administrative support in an office environment (experience working with police department preferred), and
- Operational knowledge of Microsoft Office Suite software, and
- Effective oral and written communication skills, and
- Effective Customer Service skills, and
- Ability to prioritize tasks and manage time effectively, and
- Ability to multi-task and work well independently, and
- Ability to maintain confidentiality

The wage rate for the position is \$19.00 to \$30.05 per hour DOQ with an excellent benefits package. Resumes and applications can be submitted to HR Director, Leslie Kohli at [hr@cityofmiamisburg.org](mailto:hr@cityofmiamisburg.org) or submitted by mail or in person at the City's Administration Offices at 10 N. First St., Miamisburg, OH 45342. Applications can be obtained on the City's website at [www.ci.miamisburg.oh.us](http://www.ci.miamisburg.oh.us). Review of resumes will begin Friday, June 25, 2021 and continue until position is filled.

**Disclaimer: The City of Miamisburg considers all applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected status.**