

JOB POSTING

Police Department **Manager, Police Administration**

Position Summary:

Cranberry Township, Butler County, is seeking applicants for a Manager, Police Administration position with the Cranberry Township Police Department. If you're interested in being an integral part of supporting the Police Department's operations, this position may be for you.

The Police Administration Manager performs and directs a full range of complex and confidential administrative duties supporting the Chief of Police, and Police Command Staff in daily activities and operations of the department. This position plans, organizes, coordinates and provides direct supervision and support to non-sworn administrative employees, ensuring top notch interaction with the public. This position maintains a good working relationship with all Township staff, the public, and court personnel. Work also involves developing, implementing, and managing administrative operating procedures and establishing and maintaining department records.

Position Information:

Required Qualifications

This position requires an Associate's degree in business or public administration, public safety or related field; supplemented by four (4) years of directly related experience, including administrative support and records management responsibilities, or an equivalent combination of education, certification, training, and/or experience.

The successful applicant must possess a valid driver's license.

Preferred Qualifications

Bachelor's degree in business or public administration, public safety or related field; Two (2) years of required directly related experience within a law enforcement setting; and at least one (1) year of supervisory experience.

Wage and Benefits

Approximate annual salary of \$60,000-\$65,000, but will be determined based on successful candidate's qualifications, plus our fringe benefits package.

External Posting Date: 11/11/2024 – 12/2/2024

Fringe benefits include, among other things, health, dental and vision benefits and a generous deferred compensation plan. Specific questions regarding benefits can be sent to Human_Resources@cranberrytownship.org

Position Contact Information:

Individuals interested in this position should submit an application by December 2, 2024 via the Township employment page located at <http://www.cranberrytownship.org/employment>.

EOE/M/F/D/V