



Town of Edmonston Police Department

EST. 1924

Chief of Police |
Demetrious Harris

ADMINISTRATIVE MANAGER I (Administrative Manager to the Police Department)

POSITION DESCRIPTION

Job Recruitment Ad

The Town of Edmonston is seeking a dynamic, highly motivated, customer service-oriented team player for a full time Administrative Manager position. The position supports the operations of the Police Department and the General Government Departments of the Town. Tasks include providing administrative support to the Chief of Police, preparing a variety of reports, conducting statistical and strategic analysis, scheduling events for the Town, managing accounts payable and receivables, managing daily telephone traffic, greeting the public and general support to the Town. The successful candidate should demonstrate two or more years of work experience in public safety, emergency management or other local government positions. They should possess a thorough knowledge of social media platforms including Facebook, Twitter, Instagram, YouTube, and other platforms as required. A complete job description can be found on the Town's website at www.edmonstonmd.gov All applicants must possess a high school diploma or equivalent and be eligible to obtain a Notary Public by the State of Maryland. Bi-Lingual candidates are encouraged to apply.

The Town offers a comprehensive salary and benefit package including health, dental and life insurance, State of Maryland pension, and vacation and sick leave. The salary is dependent upon qualifications. The Town of Edmonston is an equal opportunity employer. Please submit cover letter and resumes to Police Chief Demetrious Harris at dharris@edmonstonmd.gov, or bring your credentials to Edmonston Police Department, 5005 52nd Avenue, Edmonston, MD 20781 by 4:00 p.m. Tuesday, February 4, 2020.