



Assistant to the Police Chief (Part-time)



The City of Bay Village is currently hiring for a part-time Assistant to the Police Chief.

This position will be scheduled Monday through Friday, the hours will be flexible between 8:30am-4:30pm.

Under the direction of the Police Chief, the Assistant will provide a variety of routine and complex clerical, administrative and financial work for the Chief. This includes the regular monitoring of certain critical and confidential areas of the City's business to ensure that management is aware of the potential or pending issues. The Assistant serves as a liaison between the department and other City personnel, Council members, residents and the public in general.

The complete job description can be found on our website:

<http://www.cityofbayvillage.com/departments/human-resources.aspx>

The City of Bay Village is an Equal Opportunity Employer