



## Position Vacancy Announcement

**Job Title:** Executive Assistant

**Department:** Lenoir City Police Department

**Location:** 530 Hwy. 321N, Suite 200, Lenoir City, TN

**Reports To:** Chief of Police

**Employment Type:** Full-Time (Non-Exempt), On-site

### Position Summary

The Executive Assistant position is a non-sworn, professional staff role that provides high-level administrative support and reports to the Chief of Police. It also acts as a key liaison among the Chief, department staff, city officials, and external stakeholders. The role requires the ability to work independently, exercise sound judgment, and take initiative, often in a fast-paced environment. Self-motivated and proactive, the Executive Assistant sets priorities, solves problems, and delivers results without constant supervision. An employee in this position demonstrates strong ownership of tasks and deadlines, manages time and resources efficiently, and exhibits excellent multitasking, organizational, and innovative skills to maintain and enhance administrative efficiency in an accredited municipal policing organization.

### Key Responsibilities

- **Administrative Support:**
  - Schedule meetings and other events and manage the Chief's calendar.
  - Coordinate and complete travel arrangements in accordance with city travel policies.
  - Prepare correspondence, reports, presentations, and meeting agendas.
  - Maintain confidential files and records in compliance with departmental policies and state law.
  - Coordinate and supervise the administrative work and job performance of other professional staff.
  - Available by phone and ready to assist when called upon by the Chief, even outside regular work hours.
  - Perform other duties and responsibilities as assigned.
- **Communication & Coordination:**
  - Serve as the primary point of contact for internal and external inquiries directed to the Chief.

- Draft and review official communications, ensuring accuracy and professionalism.
- Collaborate with other city departments, public safety agencies, and community partners on various requests.
- **Meeting & Event Management:**
  - Organize and support departmental meetings, training sessions, and public events.
  - Record and distribute meeting minutes and follow up on action items.
- **Project Assistance:**
  - Assist with special projects, research, and data collection as assigned by the Chief.
  - Track deadlines and ensure timely completion of tasks.
- **Compliance & Reporting:**
  - Support preparation of reports for city leadership, state agencies, and accreditation bodies.
  - Maintain awareness of departmental policies and ensure adherence to administrative processes.
  - Ensure compliance with the Tennessee Public Records Act when handling records and information requests.
  - Administer and process bi-weekly payroll for sworn police officers and professional staff (non-sworn) in compliance with the Fair Labor Standards Act (FLSA), including public safety exceptions.

## **Qualifications**

- **Education:**
  - Associate's Degree in Criminal Justice, Public Administration, Business Administration, or related field (Bachelor's Degree preferred).
    - Degree requirement may be waived on a year-for-year basis with relevant administrative experience.
  - Certified Administrative Professional (CAP) or similar certification preferred.
- **Experience:**
  - Five (5) years of progressively responsible administrative experience, preferably in a policing agency environment.
  - Demonstrated experience in researching grant opportunities, applying for, and administering awarded grants.
  - Experience with purchasing procedures and bid processes in accordance with organizational policies and state law.

- Proven ability to manage complex schedules, coordinate travel, and handle confidential information with discretion.
- **Skills:**
  - Strong organizational and time-management abilities.
  - Excellent written and verbal communication skills.
  - Proficiency in Microsoft Office Suite.
  - Ability to handle sensitive information with exceptional discretion and maintain a high level of confidentiality.

### **Preferred Attributes**

- Experience supporting executive-level leadership.
- Knowledge of policing terminology and procedures.
- Exercised competence in the Tennessee Public Records Act and the fulfillment of open records requests.
- Demonstrated experience working with a Police Records Management System (RMS) and utilizing data reporting tools to compile, analyze, and present information for informed operational decision-making, fulfilling open records requests, and completing other reporting requirements as needed.
- Knowledge and competency with the Tennessee Incident-Based Reporting System (TIBRS).
  - If not already TIBRS certified, must be able to obtain certification within 6 months of hire and serve as the Alternate Reporting Agency Coordinator (Alt RAC) to the Tennessee Bureau of Investigation (TBI).
- Familiarity with Axon or similar Video Management System (VMS) software and experience with redacting personal identifying information, and comfortable with editing of sensitive videos (e.g., graphic crime scene footage) deemed releasable to the public or in preparing evidence for prosecution.

### **Salary and Benefits**

- **Annual Salary:** \$58,113.51
- **Benefits Package Includes:**
  - Health, dental, vision, and life insurance
  - Tennessee Consolidated Retirement System (TCRS) participation
  - Paid annual leave, personal leave, sick leave, and holidays

### **To Apply**

Interested candidates should submit the following application materials when applying:

- **Resume**

- **Cover Letter** detailing qualifications and interest in the position
- **Five (5) Professional References** with contact information.

**Submit the above-referenced materials in a single submission to:**

**Email:** [pdhiring@lenoircitytn.gov](mailto:pdhiring@lenoircitytn.gov)

**Subject Line:** *Executive Assistant Application – [Last Name, First Name]*

**Attn:** Chief of Police Jonathan C. Bryant

**Application Deadline:**

Applications must be received by **January 5, 2026**, for full consideration. If a successful candidate is not identified during this initial review, the position may be reopened, and applications will continue to be accepted until the role is filled.

*The City of Lenoir City is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status under applicable law. Applicants requiring reasonable accommodation for the application or interview process should contact the Lenoir City Police Department at (865) 986-2005.*