



City of Madeira

CITY OF MADEIRA POLICE DEPARTMENT

POLICE OFFICE MANAGER

7141 Miami Avenue, Madeira, OH 45243

City Description

The City of Madeira is a thriving municipal government serving residents and businesses in Madeira, Ohio, a charming community located approximately 12 miles northeast of downtown Cincinnati. Known for its small-town atmosphere, vibrant central business district, and strong school system, Madeira offers a high quality of life and a family-friendly environment. Governed by a City Council and led by a professional City Manager, the city provides top-tier services. Madeira is proud of its well-maintained properties, community amenities, and convenient access to the Greater Cincinnati area.

Role Description

The City of Madeira Police Department is seeking qualified applicants for the position of **Police Office Manager**. This position serves as a key administrative professional within the Police Department and is responsible for providing customer service, records management, public information administration, financial processing, and administrative support services in a fast-paced law enforcement environment.

The Police Office Manager serves as a primary point of contact for citizens and employees, maintains sensitive law enforcement records, processes reports and public records requests, manages compliance reporting, supports court and juvenile documentation, assists financial transactions, and provides administrative support to department personnel.

Qualifications

Successful candidates will possess:

- Excellent customer service and communication skills
- Strong organizational and record-keeping abilities
- Attention to detail and sound judgment
- The ability to maintain confidentiality and handle sensitive information
- Proficiency with computer systems and office software
- The ability to manage multiple priorities in a professional public safety environment

Previous administrative, records management, bookkeeping, or law enforcement support experience is preferred.

Compensation & Schedule

Starting hourly rate: \$18.00 – \$28.00 per hour, depending on qualifications.

Regular work schedule:

Monday through Friday

8:00 a.m. – 4:30 p.m.

(30-minute unpaid meal break)

Application Process

Interested candidates should submit a completed employment application and resume to:

Chief David Schaefer

dshaefer@madeiracity.com

Madeira Police Department

7141 Miami Avenue

Madeira, Ohio 45243

Applications are available on the City of Madeira's website. Applications will be accepted until the position is filled.

The City of Madeira is an Equal Opportunity Employer.