

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4246
FAX (203) 270-4205
Email patrice.fahey@newtown-ct.gov



Patrice Fahey
Human Resources Director

TOWN OF NEWTOWN

OFFICE OF HUMAN RESOURCES

Job Title: Executive Assistant to the Chief of Police

Location: Newtown, CT Police Department

Reports To: Chief of Police

Employment Type: Full-Time

Job Summary

The Newtown, CT Police Department is seeking a highly organized and professional Executive Assistant to support the Chief of Police and the sworn administrative staff. This full-time, civilian position plays a critical role by ensuring the efficient operation of the Chief's office by handling a broad range of administrative functions, including the department's accreditation process. The successful candidate will demonstrate exceptional integrity, discretion, strong moral character, and attention to detail while supporting the department's mission to serve and protect the Newtown community.

Key Responsibilities

Administrative Support:

- Manage the Chief of Police's calendar, meetings, events, and appointments.
- Prepare, edit, and distribute correspondence, reports, presentations, and other documents on behalf of the Chief.
- Process department payroll reports, manage the entries of all invoices, and reconcile PCard charges.
- Budgeting, accounts payable, and financial reporting.
- Serve as the primary point of contact for the Chief's internal and external communications, exercising professionalism and discretion.
- Coordinate travel arrangements, expense reports, and logistical support for the Chief as needed.
- Manage personnel, medical, and training files.
- May supervise lower-level administrative staff.

Confidentiality and Discretion:

- Handle sensitive and confidential information with the utmost integrity and professionalism.
- Serve as a liaison between the Chief, department personnel, Town officials, and the public.

Office Management:

- Maintain both physical and digital filing systems in accordance with records retention policies.
- Manage all inquiries, via email or voice, and redirect or respond as appropriate.
- Manage all office supplies required for efficient office operation.
- Send, receive, and distribute all mail and packages.
- Assist with the department's Police Officer Standards and Training Council (POST) accreditation standards when needed.
- Performs other related duties as directed by the Chief and Deputy Chief of Police.

Event and Meeting Coordination:

- Plan and coordinate departmental meetings, community events, or other engagements involving the Chief, including preparing agendas, minutes, and follow-up actions.
- Facilitate communication between the Chief and other town departments, community organizations, or law enforcement agencies.
- Assists in the preparation of Police Commission meetings and is responsible for all matters related to the Police Commission.

Special Projects:

- Assist the Chief with special projects, research, or initiatives as assigned, including data collection, analysis, or report preparation.
- Support community outreach efforts and public relations activities as directed by the Chief.
- Assists with the department's website and social media platforms.

Qualifications

Education and Experience:

- A bachelor's degree in a related field is preferred.
- Minimum of 3-5 years of experience in an administrative or executive assistant role, preferably in a public safety, government, or law enforcement environment.

Skills and Abilities:

- Exceptional organizational and time-management skills with the ability to prioritize tasks in a fast-paced environment.
- Strong written and verbal communication skills, with attention to detail and accuracy.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with records management or database systems.
- Ability to maintain confidentiality and handle sensitive information with discretion and professionalism.
- Ability to work independently and collaboratively with a diverse range of stakeholders, including law enforcement personnel, town officials, and community members.

Personal Attributes:

- High moral character, integrity, and a commitment to ethical conduct.
- Discreet, trustworthy, and professional demeanor.
- Strong problem-solving skills and adaptability to changing priorities.
- Commitment to the mission and values of the Newtown Police Department.

Preferred Qualifications

- Experience working in a law enforcement or public sector environment.
- Familiarity with the POST accreditation processes or standards in public safety.
- Knowledge of municipal government operations and procedures.

Working Conditions

- This position is based at the Newtown, CT Police Department, with standard office hours (e.g., Monday through Friday, 8:00 AM - 4:00 PM, or as approved by the Chief). Occasional evening or weekend work may be required for special events or urgent matters.
- The role involves handling sensitive and confidential information, requiring a high level of professionalism and discretion.

Compensation and Benefits

- Competitive salary commensurate with experience (\$65,500 - 68,709).
- Benefits include health insurance, a 401(a) retirement plan, paid time off, and other benefits as outlined in town and department policies.

Application Process

To apply, please submit a resume, cover letter, application, and three professional references to Human Resources, Attention Patrice Fahey. Application packages may be emailed to Patrice Fahey at patrice.fahey@newtown-ct.gov. Applications will be reviewed on a rolling basis until the position is filled.

About the Newtown Police Department

The Newtown Police Department is committed to delivering professional, compassionate, and community-oriented law enforcement services to the residents of Newtown, Connecticut. We are committed to maintaining the highest standards of integrity, accountability, and public safety.

Equal Opportunity Employer

The Newtown Police Department is an equal-opportunity employer and values diversity in its workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or any other protected status.

Salary: \$65,000 - \$68,709