



City of Framingham, MA

October 07, 2025

Position Vacancy

RFP #26-027-01

Position: Administrative Assistant to the Chief of Police
Department: Police
Salary Range: M6 Full Range: \$57,354.44 – \$74,193.60
Anticipated Hiring Range: \$57,354.44 – \$59,671.04
Schedule: Monday – Friday 9:00am to 5:00pm

The City of Framingham is currently a 100% onsite work environment.

This is a full-time (37.5 hours per week), benefit and overtime eligible position, classified as M-6 on the city's municipal employee classification plan that currently utilizes a predetermined step increase system.

- Position will remain open until filled.
- Framingham Police Department is located at 1 William H Welch Way, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

The Administrative Assistant to the Chief of Police provides complex administrative support and day-to-day office management for the Chief and executive staff of a mid-sized Massachusetts police department. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all functions under their direction and control, and performing work that is governed by established protocols and standard operating procedures.

In addition to supporting the Chief of Police, this position works closely with and may receive instruction from, the department's Director of Administration and Finance. The Administrative Assistant plays a supporting role in assisting the Director of Administration and Finance with budget tracking, procurement, compliance, financial reporting, and coordination of administrative processes across the department, ensuring consistency, accountability, and efficient operations in both executive and financial areas. Experience in media relations or as a Public Information Officer (PIO) is preferred, given the role's responsibility to support communication with city officials, the community, and external agencies. A flexible schedule with weekend availability is preferred.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Provide general office support and respond to inquiries from the public, city officials, and staff in a professional and courteous manner.
2. Manage the Chief of Police's calendar, including scheduling meetings, coordinating appointments, and maintaining meeting room schedules.
3. Answer and route incoming phone calls and correspondence directed to the Chief of Police and other executive staff.
4. Attend meetings as assigned, transcribe minutes, and ensure distribution of agendas, briefing materials, and follow-up items.
5. Prepare a variety of administrative materials, including correspondence, memos, reports, agendas, and presentation materials.
6. Maintain the Chief's conference room, including setup, and breakdown when needed.
7. Assist in developing, revising, and cataloging department policies and procedures.
8. File expense reports, purchase requests, and other financial documentation for submission to the business office.
9. Work closely with the Director of Administration and Finance to:
 - a. Track budgets, purchase orders, contracts, and grant-related expenditures.
 - b. Prepare, reconcile, and submit expense reports, invoices, and procurement requests.
 - c. Assist with financial reporting, audits, and compliance documentation.
 - d. Compile statistical and financial data for submission to city, state, or federal agencies.
10. Plan, schedule, and coordinate administrative projects, events, and departmental functions.
11. Analyze operating practices and recordkeeping systems to recommend process improvements.
12. Collaborate with administrators and business office staff on department-wide initiatives, reports, and compliance requirements.
13. Support communication and outreach efforts in coordination with the Chief, including preparation of press releases, community updates, and meeting materials.
14. Maintain professional and technical knowledge through workshops, training, professional publications, and networking.
15. Perform similar or related duties as required, directed, or dictated by operational needs.

Qualifications:

- Bachelor's degree in Public Administration, Business Administration, Criminal Justice, Communications, or a related field is preferred.
- Five (5) to seven (7) years of progressively responsible administrative experience, preferably supporting upper-level management in a police department or similar environment.
- Experience working with public and responding to customer service request.
- Media relations or Public Information Officer (PIO) experience preferred.
- Knowledge of:
 - Municipal administration processes and the functions of local government, at an advanced level.
 - The Interaction and relationship between local, state, and federal government agencies.
 - Business administration practices, general office procedures, and applicable laws and regulations.
- Ability to:
 - Lead, plan, organize, and collaborate with colleagues and external partners.
 - Make independent decisions with confidence, applying sound judgement and working knowledge of policies and procedures without the need for repeated guidance.
 - Work independently while maintaining accuracy, professionalism, and accountability.
 - Establish and maintain effective working relationships with City employees, boards, committees, officials, members of the media, and the public.
 - To recognize citywide priorities and support their achievement.
- Skills needed:

- Strong written and verbal communication skills, including the ability to draft professional correspondence, reports, and public information materials.
- Excellent organizational and customer service, with the ability to prioritize multiple tasks and manage frequent interruptions under time constraints.
- Proficiency with Microsoft Office Suite and database applications.
- Flexibility to occasionally work outside normal business hours.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

This position is frequently required to work at a desk, communicate, and hear; occasionally required to traverse between buildings and office space, must be able to handle, or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Ability to see and hear at correctable to normal ranges, or communicate, receive, and process information through alternative means. This position requires the ability to operate a keyboard and calculator at an efficient speed.

Supervision Required:

Works under the direct supervision of the Chief of Police.

Supervisory Responsibility:

This position has no supervisory responsibility.

Work Environment:

Work is performed under typical office conditions; work environment is moderately noisy. Operates a computer, calculator, telephone, copier, facsimile machine, and other standard office equipment. Interacts with other city departments, city businesses, the general public, and city officials.

Occupational Risk:

The role requires a solid understanding of departmental operations and access to confidential and sensitive information, including personnel, financial, and medical records. Errors in judgment could result in department inefficiencies, diminished quality of service, monetary loss, or negative public relations for both the department and the city.
