

Employment Opportunity

POLICE SERVICE AIDE
Part-Time



Village of Milford
1100 Atlantic Street
Milford, MI 48381

www.villageofmilford.org/jobs

Applications will be accepted until the position is filled.

The Village of Milford is an equal opportunity employer, seeking applicants without regard to race, gender, or other protected status.

ABOUT THE OPPORTUNITY

The Village of Milford is seeking motivated individuals to join the Milford Police Department. The Milford Police Department is a department within the Village of Milford government, but also serves the surrounding Milford Township.

The ideal candidate will have a variety of skills, including a strong communication skills, focus on customer service philosophies, self-motivated, and driven. This position can provide the candidate with valuable knowledge and skills related to the law enforcement profession.

ABOUT THE COMMUNITY

With a population over 17,000 and covering 36 square miles, Milford is a thriving community with a vibrant and active downtown and access to large state and regional parks and other recreational opportunities. In addition to the Village, the Township is home to the General Motors Proving Ground, Kensington Metropark, Camp Dearborn, and several industrial and commercial developments. Milford is located approximately halfway between Detroit & Lansing and is near both the I-96 and M-59 corridors.

The Village of Milford is 2.5 square miles in size and is home to a vibrant downtown, which serves as the central business district for approximately 25,000 people in the surrounding areas. Downtown Milford draws visitors from communities such as Ann Arbor and Dearborn, while retaining its small-town charm.



The Village boasts six parks within its boundaries, including Central Park, which is home to the LaFontaine Family Amphitheater, an outdoor concert and event space which was opened in 2015. Hubbell Pond Park is the site of the YMCA and Library, and a trail system that runs from Commerce Road all the way to Kensington Park on South Milford Road. The Village is part of the Huron Valley School District with two elementary schools and one middle school located within the Village.

The Village has 74 part-time and full-time employees and a total budget of approximately \$14.2 million in fiscal year 2019-2020.

ABOUT THE DEPARTMENT

In addition to the Chief, the Milford Police Department is staffed by 20 sworn personnel, 4 full-time support staff, and 5 part-time support staff. Since 2015, dispatch operations have been contracted through the Oakland County Sheriff's Department. The Police Department budget totals approximately \$4.1 million for FY 2021-2022. The Department is funded by a 15-year dedicated millage, last approved by Township and Village voters in 2016.

The Milford Police Department is well-regarded by the community and has strong relationships with neighborhood associations, businesses and nonprofits, schools, and places of worship. Personnel within the department are focused on providing exceptional customer service to the community. In addition to building strong day to day relationships in the community, the Department has a longstanding relationship with the local Special Olympics program and organizes the annual Pigs for Wigs fundraiser each November to support a local pediatric cancer nonprofit. The Milford Police Department also helps to coordinate the Village Elves program, which will

celebrate its 25th year in 2022 and ensures local families in need are able to celebrate a memorable holiday season each year.

ABOUT THE POSITION

The Police Service Aide (PSA) position is a part-time, non-exempt position. Under the direct supervision of the Police Services Coordinator, performs a variety of administrative, bookkeeping, clerical, internal support, and customer service functions in support of the daily operations of the Police Department. In the physical absence of the Police Services Coordinator, may take direction from on-duty police staff.

MINIMUM QUALIFICATIONS

Applicants for this position should possess the following minimum qualifications at the time of application.

- No prior experience required. Related experience, particularly in a Police Department, municipal, and/or customer service-oriented setting is preferred.
- A high school diploma or equivalent. A combination of education and experience may be considered.
- Must possess and maintain a valid State of Michigan Vehicle Operator's License with a satisfactory driving record along with reliable transportation.
- Effective verbal and written communication.
- Ability to manage multiple priorities, maintain attention to detail, and type and enter data with speed and accuracy.
- Ability to maintain strict confidentiality.
- Must possess, or be able to obtain, Basic First Aid and CPR certifications.
- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, Village officials, professional contacts, the media, and the public.
- Pass a comprehensive background investigation.
- Candidates must be able to work nights, weekends, and holidays.

WAGES & BENEFITS

This position is a part-time position offering starting pay of \$17.31/hour.

THE SELECTION PROCESS

Application materials will be accepted until the position is filled.

Following a review of applications, applicants will be selected to participate in an interview process in which the candidate is subject to questioning relating to his/her qualifications and fitness. This also includes a comprehensive background investigation.

TO APPLY

Please submit a cover letter and résumé via mail or in person to the *Village Clerk, Village of Milford, 1100 Atlantic Street, Milford, MI 48381*

Application materials will be accepted until the position is filled.



1943 - 2002



2002 - 2023



2023 -

TRADITION • INTEGRITY • PRIDE • ACCOUNTABILITY • RESPECT