

Employment Opportunity

The City of Highland is seeking an experienced and motivated Public Safety Administrative Supervisor to provide leadership and oversight of the administrative civilian personnel for the Police Department, Fire Department, Highland EMS, and the Building & Zoning Division. This person will respond directly to the police department command staff.

Responsibilities include supervising administrative personnel; coordinating personnel records and training; preparing reports; assisting with budgeting and grants; managing records; supporting accreditation initiatives; supporting administrative projects across multiple divisions; and overseeing federal and state reporting requirements.

The ideal candidate is organized, detail-oriented, possesses strong leadership and communication skills, and is committed to excellence in public service.

Minimum Qualifications:

- Associate's Degree required; Bachelor's or Graduate Degree preferred.
- Three years of progressively responsible administrative experience.
- Excellent written and verbal communication skills.
- Advanced Microsoft Office proficiency.
- Ability to maintain confidentiality and manage multiple priorities.
- Valid Drivers License
- Clear Criminal History
- Live within 18 miles of City Limits within 6 months.

Additional Preferred Experience:

- Public Safety Experience (Telecommunication, Police, Fire, EMS Experience, Emergency Management).
- Knowledge of Public Safety Software.
- Supervisory experience preferred.

Salary: Competitive and commensurate with experience (\$70,000 - \$75,000). Excellent benefits package including IMRF Pension, health insurance, paid leave, holidays, educational incentive, and professional development opportunities.

Apply today and help shape the future of public safety administration in the City of Highland. Applications will be accepted until Friday, July 24, 2026. Applicants who qualify will be notified by telephone to schedule an in-person interview with Police Command Staff and a Member of the Police and Fire Commission.

Applications can be found on the City of Highland website or by responding to the Highland Public Safety Building at 12990 Troxler Ave.

<https://www.highlandil.gov/Application%20for%20Employment.pdf?t=202404091533040>