



JOB OPENING

JOB TITLE:	Executive Manager of Civilian Operations
POSTING DATE:	June 15, 2026
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Police/Administration
EMPLOYEE GROUP:	General
EMPLOYMENT STATUS:	Regular, Full-Time
START DATE & WORK SCHEDULE:	ASAP Monday – Friday, 8:30 a.m. – 4:30 p.m.; This position is classified as exempt under the FLSA , meaning it is not eligible for overtime pay . While the standard workweek is 40 hours, the role may require additional hours, including evenings or weekends, to meet departmental needs and deadlines. Flexibility and commitment to completing assignments are essential.
PAY RATE:	\$94,728 to \$123,146 per year based on qualifications and experience, with a comprehensive fringe benefit package, including defined benefit retirement package.
PREVIOUS WORK EXPERIENCE:	5-7 years progressively responsible supervisory and management experience sufficient to produce solid expertise in the management of complex public safety operations, experience supervising an Emergency Communications Center, 911 activities, full understanding of the 911 industry, including federal, state, and local legislation/regulations governing the delivery of 911 services, knowledge of records management systems, document retention schedules, FOIA, LEIN validation and LEIN entry processes and procedures. Supervision of a large staff of union and non-union employees, oversight of contracts, and budget/financial matters for an operation that provides critical support on a 24-hour basis.
EDUCATION:	Bachelor's degree or equivalent experience in Public Safety, Public Administration, Business Administration, or related field. High school diploma or G.E.D required.
SPECIAL SKILLS & TRAINING:	Applicants must possess the knowledge, skills, and abilities to work with current law enforcement technologies including Law Enforcement Information Network (LEIN), be LEIN certified, Secretary of State (SOS), and all Court Law Enforcement Management Information System (CLEMIS) software/hardware. Thorough knowledge of the laws, ordinances, and other regulations pertaining to the provision of emergency services and 9-1-1 public safety dispatching and related tasks. Experience with State of Michigan training mandates and MiSNAP requirements. Knowledge of FOIA laws, Records Management systems and processes, LEIN validation and entry processes and procedures, Next Gen mission critical radio communications and experience with 911 Call Handling Equipment. Must possess highly effective written, oral, and interpersonal skills. Currently hold valid EMD certification with IAED, meet or exceed Michigan Standards for Telecommunicator training requirements. Valid Michigan operator's license required.

	<p>Oversees the daily activities of civilian personnel assigned to the Administrative Bureau of the police department, specifically the Communications Section and Records Section. Provides guidance and direction during critical incidents and assistance with emergency response activities. Ensures compliance with internal policies to meet the operational needs of the Police and Fire departments, and associated agencies at the local, county, and state level. Provides for effective planning to adequately staff the Communication Section operation on a 24-hour basis. Makes recommendations regarding employee recruitment, hiring, firing, promotions, and disciplinary actions. Supervises the Communication Section Manager and Records Section Supervisor and their subordinate staff. Participates in labor/management relations and may serve as member of negotiating team. Oversees the evaluation, installation, and maintenance of computer networked communications equipment that is designed to interface with a multi-faceted Public Safety Records Management System. Assists in developing and administering departmental budget, forecast, and plan for operational expenditures and revenues. Manages CLEMIS (Court and Law Enforcement Information System) CAD Computer system database. Serves as a First responder for 911 Communication Center within the city in case of Emergency Operation Center activation. Is responsible for mandatory Dispatcher training ensuring compliance with the mandated training standards of Emergency Telecommunications. Oversees the operations of the Police Records Bureau including departmental FOIA responses, Discovery and Subpoena requests, manage Michigan Incident Crime Reporting (MICR) data. Attends conferences, training and meetings as required for the position and serves as the coordinator for different groups (e.g. Farmington Hills PSAP in Oakland County, CLEMIS, Law Enforcement Information Network (LEIN), Terminal Agency Coordinator (TAC). Performs other duties as assigned.</p>
<p>BASIC RESPONSIBILITIES:</p>	
<p>HOW TO APPLY:</p>	<p>All candidates must complete an online application. Please create an account and apply online for consideration.</p>

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.