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The City of West Point currently has the following position open:

## **Captain of Administrations**

The City of West Point Georgia is looking for an experienced, motivated individual to join a diverse team of mission-focused police officers. If you have experience in the operations and management of sworn personnel and are looking to expand your career and professional growth, West Point is the right place for you. You will be part of a fast-paced team that is ever changing and ever growing to meet the needs of the community and the agency. If you are looking for an opportunity to work in a robust, fast paced setting with an opportunity to promote positive change, join the West Point team.

### **JOB DESCRIPTION**

The Administrative Captain is a management level position within the command staff of the Police Department who answers directly to the Chief of Police. Primary duties include direct management of the Support Divisions within the Police Department and general oversight of and direction to the Field Operations Division. Other duties may include networking with other agencies to further the mission of the department and building/maintaining professional relationships.

### **MINIMUM QUALIFICATIONS**

If you are up to the challenge of this position, it is important that you meet some minimum requirements that will provide you with the opportunities for success. You will need knowledge commonly associated with the completion of a Master's degree in a course of study related to the occupational field or an experience level that sufficiently demonstrates competency as determined by the Chief of Police. You will also need to have sufficient experience to thoroughly understand the work of subordinate positions to be able to answer questions and solve problems, usually associated with three to five years of service. In addition, must have a current and active certification through the Georgia Peace Officers Standards and Training Council with no pending or on-going investigations. Due to the nature of this management level position, a minimum amount of experience is required.

The City of West Point is a small city known for doing big things and a diverse, well-trained Police Department is a key element of our success. The salary for this position is \$61,909.19 annually and is a salaried position. Our city also offers a competitive benefits package. If you are the right person for this job, please submit your application by mail or email to LaSheika Ward, Personnel Director. If you have questions concerning the job, call LaSheika at 706-645-3501.

**Resumes will be accepted until March 13, 2024**

**Applications should be submitted to:**

**LaSheika Ward  
City of West Point  
Human Resources  
730 1<sup>st</sup> Avenue  
West Point, GA 31833  
706-645-3501**

[lasheika.ward@cityofwestpointga.com](mailto:lasheika.ward@cityofwestpointga.com)

\*\*The City of West Point is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability. The hiring authority will only contact those individuals deemed most appropriate for the position. Letters will not be mailed to individual job applicants\*\*