



## **Ayer Police Department Open Competitive Promotional Assessment Center Police Sergeant**

The Town of Ayer is looking for a dedicated, community-focused law enforcement professional to serve as a Police Sergeant and join its leadership team.

Located in north-central Massachusetts, Ayer is vibrant town known for its strong community spirit, rich history, and convenient location. With a population of approximately 8,000 residents and around 3,000 households, Ayer offers a blend of New England charm and modern accessibility. The town is served by the MBTA Commuter Rail, providing direct access to Boston, and is situated near major highways including I-495 and Route 2. Ayer boasts a growing downtown, excellent schools, nearby recreational areas such as the Nashua River Rail Trail, and a variety of local shops and dining options. Its mix of rural character and commuter convenience makes it an ideal place to live and work.

The Ayer Police Department is a fully accredited non-civil service policing agency consisting of 21 full-time officers, 10 civilian traffic control officers, a part-time animal control officer and two administrative assistants. The department is part of the Ayer/Shirley Regional Communications Center and has an overall operating budget of approximately \$3.7 Million.

As part of the selection process, qualified candidates must submit a cover letter and resume, take part in an oral interview, and complete a sergeant-level promotional assessment center.

**ASSESSMENT CENTER PROCESS:** In the assessment center, candidates will participate in a series of individual exercises that simulate critical aspects of the target job. Trained assessors will observe each candidate's performance and responses and evaluate exhibited behaviors on predefined dimensions that relate to success in the specific job in question.

The Assessment Center is designed to test, where practicable, the following Knowledge, Skills, Abilities and Personal Traits (KSAPs) that have been established as qualifications for the position which consist of: Oral Communications, Written Communication, Interpersonal Insight, Problem Analysis, Judgment, Decisiveness, Planning and Organizing, Delegation and Control, Adaptability and Police Ethics. Candidates should possess a strong knowledge of modern principles and practices of police work; supervisory ability; writing skills; ability to plan; assign and effectively organize activities of subordinates; ability to read, understand and communicate to



others various written and verbal departmental directives; ability to instruct others in proper police methods and procedures; ability to instruct community leaders and community groups in an effective and tactful manner; ability to work well with and gain the respect of subordinates; good judgement and physical condition commensurate with the demands of the position.

**ASSESSMENT CENTER DATE and TIME:** The assessment center will be held on a date and time to be determined.

**ELIGIBILITY:** To be eligible for promotion to the rank of sergeant, candidates must have a minimum of Three (3) years of full-time law enforcement experience as a full-time sworn officer. Full-time Police Officer shall mean any POST-certified or eligible for POST certification, police officer employed by a municipal, county or state law enforcement agency within Massachusetts.

#### **ADDITIONAL REQUIREMENTS**

- Possession of or ability to obtain a valid Massachusetts driver's license.
- Must possess a valid Massachusetts Firearms License or obtain one upon hire.
- Must successfully complete a Criminal Offender Record Information (CORI) and background check (for external candidates).
- Must pass a medical and psychological evaluation as part of the hiring process.
- Applicants must be a graduate of the Commonwealth of Massachusetts Municipal Police Training Committee (MPTC) Basic Recruit Officer Academy (or eligible for a Permanent Exemption by the MPTC) and must satisfy all requirements set forth by the Massachusetts Peace Officer Standards and Training Commission for certification as a Police Officer in the Commonwealth of Massachusetts.

**JOB DUTIES:** Under supervision to perform the duties of a Police Sergeant in conformance with the rules and regulations of the Ayer Police Department; to perform all duties assigned by the Chief of Police or designee in every phase of police work; and to perform related work as required.

**SALARY and BENEFITS:** The Town of Ayer offers an exceptional benefits package with a base salary range of \$86,804 to \$97,935\*, with the ability to work details and overtime. Along with a very competitive salary package, the Ayer Police Department offers a wide variety of excellent and competitive benefits: a 6% / 8% shift differential, a 4% Accreditation incentive, a 6%, 10%, 14% education incentive, tuition reimbursement, 75/25 Health Insurance, Life Insurance, 3 personal days, 2 weeks' vacation\*, 15 sick days, family sick days, good attendance incentive days, complete initial uniform supplies (\$1400 clothing allowance thereafter), external load bearing vests, incremental longevity pay after 5 years, as well as other incentives. \*Final Salary and Vacation will be commensurate with candidate's prior experience, qualifications and exemplary employment history.



**TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES:** If you require testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams and will not be used for any other purposes.

**HOW TO APPLY:** Interested applicants should send a cover letter and resume, as a single PDF file, via email to the Ayer Deputy Police Chief Jennifer Bigelow at [jbigelow@ayer.ma.us](mailto:jbigelow@ayer.ma.us). Cover letters and resumes should be received by 3:00 P.M. on June 10<sup>th</sup>, 2025.

*The Town of Ayer is an Equal Opportunity Employer.*