



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Public Safety Department Director

SALARY: Depending on Experience

REPORTS TO: John Gonzales, Executive Director

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: The incumbent in this EXEMPT, contracted position will work under the general supervision of the Executive Director with guidance from the Law and Justice Committee of the Colville Tribal Business Council. The Public Safety Department Director is a non-commissioned position. The position provides executive guidance and leadership to the Tribal Police Department, Fire and Emergency Management Services, Legal Services, Prosecutor and Public Defender's Offices, Probation and Parole, Corrections Detention Center, TOSHA and Emergency Preparedness on or near the 1.4 million acre Colville Indian Reservation. The Department Director is responsible for developing policies and procedures, planning and organizing operations, administrative support, management of budget development and grant support, managing appropriate relations with other Tribal and state agencies engaged in similar services. Develops public safety campaigns for program under his/her supervision for the general public, schools and youth. Will initiate activities to increase drug and safety awareness and promote positive relations to residents of the Colville Indian Reservation. Will develop with program managers a strategic plan with goals, objectives and measurable outcomes annually for all programs under the Public Safety Department in response to community/membership & employer needs, ensuring and protecting the Tribes' self-determination, sovereignty and jurisdiction.

MINIMUM QUALIFICATIONS (Education and Training):

- Master's Degree from an accredited college or university in Police Science, Law Enforcement, Public Safety or a closely related field is preferred **AND** 60 months of successful, proven success in management of police and emergency service programs; **OR**
- Bachelor's Degree from an accredited college or university in Police Science, Law Enforcement, Public Safety or a closely related field **AND** 72 months of successful, progressively responsible professional experience in a protective services field.
- **Transcripts and Degree required with application**
- Individuals must submit a narrative demonstrating how their abilities, education, and experience qualify them for this position.
- Applicants resume' and application must be relevant to required qualifications of this position. Resume required with reference information.
- Must successfully clear an extensive Criminal History Background Inquiry, financial Inquiry and be bondable.
- Must possess obtain and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.
- Must have successful supervisory experience that demonstrates advanced personnel management in: hiring, conducting interviews, developing and taking corrective/disciplinary action, motivating employees, workflow analysis, performance evaluations, detailing assignments, staff training, conducting staff meetings, public relations and conflict resolution.
- Must have advanced working knowledge of grants, contracts, MOU's, MOA's including ability to monitor a variety of awards, reimbursements, reports and closeouts on variable timeframes.
- Knowledge of current literature, trends and developments related to fiscal management and government accounting practices.
- Must have strong organizational leadership and interpersonal skills.
- Ability to read, translate and implement Tribal codes, policies, federal regulations, and State regulations, codes and laws as applicable to Public Safety entities.

MINIMUM QUALIFICATIONS (Education and Training): continued

- Demonstrated ability to develop Policy & Procedures, written protocol and routine administrative directives on general and complex topics.
- Ability to lead and evaluate a team of high-level program managers involved in organizational management, including strategic planning, budget, revenue generation, accounting and controls, procurement and property transactions, records and human resources management.
- Ability to ensure compliance with accreditation standards for all employees of the Public Safety Department.
- Ability to develop a tables listing of grants, contracts, funding periods, amounts, reports due dates, etc, to confirm compliance with funding agencies.
- Experience reflecting negotiation skills for contracts and agreements with State and Federal agencies for Tribal Police, Fire and Emergency Services, Corrections Detention Center, TOSHA, and Emergency Preparedness.
- Must have exemplary public speaking skills with experience speaking to a variety of audiences, professional business correspondence capabilities.
- Demonstrated ability to work under pressure.
- Must be able to travel for meetings, seminars and/or training as delegated or assigned to conduct professional business on behalf of the program.
- Ability to analyze information and data and communicate rationale for making decisions and recommendations on complicated subjects in a sufficient manner.
- Ability to implement standards of strict confidence of information, records and projects.
- Ability to communicate effectively both verbally and in written format.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: **Open Until Filled**, however, for consideration of first round of applicants, applications and supporting documents **MUST** be received in the Human Resources Office by **4:00 p.m., Thursday April 30, 2009**, or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
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