

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS02114997
POSITION NO: 943982
POSITION TITLE: _____

DATE POSTED: 03/19/18
CLOSING DATE: 04/27/18

Deputy Chief of Police

DEPARTMENT NAME / WORKSITE: Navajo Police Department / Window Rock, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AK72A</u>
WORK HOURS: <u>8:00AM-5:00PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>83,324.80</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>40.06</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

DUTIES AND RESPONSIBILITIES:

Assumes acting role in the absence of the Chief of Police; serves on boards and committees as required. Ensure compliance with Navajo Nation, state and federal policies, procedures, rules and regulations; directs training and appropriate re-certification provision for all staff; assists in the recruitment, interview and hiring of qualified recruits, commissioned and civilian personnel; reviews investigation of officers and /or staff misconduct and recommends disciplinary action to the Chief of Police; identifies and resolves public and human relations issues and problems; responds to critical public safety incidents. Coordinates and implements community organization, mobilization efforts and public relations program to promote public safety and educate the public on the responsibilities of the Navajo Police Department; develops and implements contemporary technical and administrative methods of crime prevention, law enforcement, investigation and identification, patrol traffic control, safety, juvenile delinquency control and related functions; directs the procurement and allocation of necessary equipment, materials and facilities; represents the department at meetings and other public functions. Provide executive leadership to and assumes administrative control of commissioned and non-commissioned personnel within the Navajo Police Department; develops and implements departmental goals, objectives, policies and procedures; provides administrative guidance in the preparation of departmental budgets, modifications, resolutions, grant proposals, contract applications and related documents; participates in contract negotiations; oversees compliance with budgetary limitations; develops and implements internal control mechanisms, procedures and guidelines to maintain departmental accountability.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Police Science, Law Enforcement, Criminology, Criminal Justice, Public Administration or closely related field; and six (6) years management experience in law enforcement, four (4) years of which must have been as a Police Lieutenant or higher rank of an agency with more than 100 commissioned personnel.

Special Requirements:

- Possess current state or federal law enforcement certification or if certification lapsed must be in good standing to reinstate certification within 6 months of date of hire.
- A favorable background investigation.
- Possess a valid state driver's license, Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate, Firearms Certificate, and General Instructor's Certificate.
- Successful completion of a physical examination, psychological and promotional testing.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of principles, practices and techniques of police administration, organization and operation, including fiscal and human resources management.

Knowledge of tribal, state and federal codes, rules, regulations and law affecting the activities of the department

Knowledge of principals and methods of organization, administration, supervision and personnel management.

Knowledge of technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, investigation and identification, patrol, traffic control, safety and related functions.

Skill in communication effectively both orally and in writing.

Skill in establishing and maintaining effective working relationships with department heads, federal and other tribal officials.

Skill in the use of computers and related computer applications and software.

Ability to exercise initiative and judgement in interpreting and applying policies and regulations.

Ability to analyze sensitive and complex law enforcement problems and adopt quick, effective and reasonable course of action.

Ability to prepare clear, concise and comprehensive reports.

Ability to deal effectively with others in complex and controversial situations.

Ability to establish and maintain cooperative and effective working relationships with the public, governmental officials and employees.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.