

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS02111987

DATE POSTED: 05/31/16

POSITION NO: 940667

CLOSING DATE: OUF

POSITION TITLE: Chief of Police (S)

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

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AB72A

WORK HOURS: 8:00 a.m. - 5:00 p.m. PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 80,100.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 38.51 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes, implements and directs police districts, police training and police communications; establishes and achieves program goals, objectives and mission; establishes and directs enforcement of performance standards and conduct guide for all commissioned and civilian personnel; conducts performance evaluations for assigned personnel; establishes budgetary priorities and directs the preparation of budgets, modifications, resolutions, grant proposals, contract applications and related documents; participates in contract negotiations.

Ensures compliance with Navajo Nation, state, and federal policies, procedures, rules and regulations; directs the monitoring and evaluation of contract compliance and quality control; directs training and appropriate re-certification provisions for all staff; directs the recruitment and hiring of qualified cadets, commissioned and civilian personnel; serves as liaison between the Navajo Nation, Bureau of Indian Affairs (BIA) and other law enforcement agencies in matters related to law enforcement operations and training; responds to critical public safety incidents.

Testifies at congressional, state and tribal legislative hearings; recommends legislation or modifications; directs a public relations program to promote public safety and educate the public on the responsibilities of the Department of Law Enforcement; directs the preparation of administrative, statistical and fiscal reports and presents to appropriate authorities; directs the procurement and allocation of necessary equipment, materials and facilities; serves on boards and committees as required. Provide supervision over the Police Captains of the Navajo Police Department and Navajo Police Academy, and Records Management supervisor.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

• A Bachelor's degree in Police Science, Criminal Justice, Business Administration, Public Administration or closely related field; and four (4) years management experience in law enforcement.

**Preferred Qualifications:**

• A Master's degree in Police Science, Criminal Justice, Business Administration, Public Administration or closely related field.  
• Six (6) years management experience in law enforcement.

**Special Requirements:**

• Must be commissioned by Arizona, New Mexico or Utah Peace Officer Standards and Training (POST).  
• A favorable background investigation. **(If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicant's expense.)**  
• 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 modern law enforcement principles, procedures, techniques and equipment; of management principles and leadership principles; of tribal, state, and federal codes, rules, regulations, and laws affecting contracts and grants; and of principles, methods and procedures of accounting, budgeting, financial management and personnel management. Skill in establishing and maintaining effective working relationships with department heads, federal officials, and other tribal officials. Ability to exercise initiative and judgment in interpreting and applying policies and regulations; to objectively and analytically devise practical solutions; and to deal effectively with others in complex and controversial situations.

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