

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0211120

Date Posted: 11/23/09

POSITION NO: 940667

Closing Date: OUF

CLASS CODE: 2176

POSITION TITLE: CHIEF OF POLICE

DEPARTMENT NAME: DPS/Navajo Police Department

DEPARTMENT NO: 21 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R700A

Days: Monday to Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: \$ 63,564.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 30.56 Per Hour

DUTIES AND RESPONSIBILITIES:

Administer, evaluate, and develop the Navajo Police Department services on the Navajo Nation. Develop and implement Navajo Police Department strategic planning and goals. Through the supervision of Police Captains and their subordinates, coordinate law enforcement operations and support activities for public safety. Initiate and implement policy and procedural changes to ensure proper compliance with new or revised agreements, contracts, statutes, regulations, and court decisions. Analyze legislative and judicial decisions affecting law enforcement services. Oversee complex law enforcement or major criminal investigation operation(s) by providing direction, control, and resources. Respond to critical public safety incidents. Represent the Navajo Police Department on committees and meetings inclusive of tribal, state, and federal agencies.

Provide supervision over the Police Captains of the Navajo Police Department and Navajo Police Academy, and Records Management supervisor. Provide guidance and direction to the Police Districts of the Navajo Nation. Ensure contract requirements and standards are met and adhered to and initiate corrective action plans if necessary by departments. Provide assessment of performance standards of the Navajo Police Department and personnel. Prepare and administer the law enforcement budgets in regards to general, contract, state funds, and proposal and grant funds. Conduct quarterly district inspections and provide improvement measures to improve services of the Navajo Police Department.

QUALIFICATION REQUIREMENTS:

Education and Training:

(1) Bachelor's degree in Police Science, Law Enforcement, Criminal Justice, Public Administration or closely related field and; **OR** (2) a Master's degree in Police Science, Law Enforcement, Criminal Justice, Public Administration or closely related field and;

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

Experience:

(1) Eight (8) years management experience in law enforcement, six (6) years of which must have been as a Police Captain or higher rank; **OR** (2) Six (6) years management experience in law enforcement, four (4) years of which must have been as a Police Captain or higher rank.

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.

License/Certification Requirements:

Must be commissioned by Arizona, New Mexico or Utah Peace Officer Standards and Training (POST). Completion of an approved Basic Law Enforcement Training. Must possess a valid state driver's license, Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate, Firearms Certificate, General Instructor's Certificate; and successful completion of a criminal background investigation, physical examination, and psychological test. Within ninety (90) days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Within one (1) year of employment must complete the Public Executive Management course. Must be in compliance with the Federal Domestic Violence Act.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99