

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0654046

Date Posted: 08/29/11

POSITION NO: 944274

Closing Date: 09/12/11

CLASS CODE: 2180

POSITION TITLE: POLICE CAPTAIN

DEPARTMENT NAME: DPS/Navajo Police Department

DEPARTMENT NO: 65 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R69A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: _____ \$ 58,281.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 28.02 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide leadership and supervision over district Lieutenant, Sergeants, Senior Police Officers, Police Officers, and support staff. Monitor, plan, evaluate, and supervise the functions and operations of the Tuba City Police District. Ensure compliance requirements of commissioned personnel with applicable tribal, state, and federal requirements. Develop and implement departmental goals and objectives. Monitor departmental performance. Conduct departmental inspections with command staff on Public Safety. Control and monitor documentation processing of information and administrative functions. Actively seek methods to improve the district. Evaluate and monitor work load of administrative support staff and district employees.

Establish budget priorities and prepare budgets on a yearly basis. Monitor and assess the yearly budget. Present budgets to the oversight committee of Public Safety, Office of Management and Budget, Budget and Finance, and Office of the President and Vice-President. Provide justification of over/underspending of budgets. Participate in budget negotiations, contract modification. Monitor and actively assist in the recruitment of qualified personnel. Testifies at congressional, state, and tribal legislative hearings. Serve on task forces, boards, and/or committees to benefit the department and division. Actively seek funding through grants and proposals. Review and evaluate documents processed through the department.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Criminal Justice or related field; and

Experience:

Five (5) years of experience as a Police Sergeant or higher rank. ***(To receive full credit for education/training, applicant must submit copies of transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of the principles & practices of modern police administration, police methods & the use of police records & their application to police administration; of applicable federal, state, tribal & local laws and ordinances, rules & regulations; if supervisory principles & practices; of the standards by which the quality of police service is evaluated; of the practices & methods of law enforcement, criminal investigation & identification; of all types of firearms, communication equipments, & automobiles used in law enforcement; of the principles & practices of the collection of evidence including blood evidence chemicals, plaster kits, latent print chemicals, photographic equipment, etc.; and of proper, ethical, and legal police tactics. Skill in planning, organizing, & directing the work of employees performing varied operations connected with police activities & developing proper training & instructional procedures for those employees; in understanding & interpreting complex laws, rules, regulations, policies, & guidelines; in verbal & written communication; in establishing & maintaining effective working relationships; in analyzing situations quickly & objectively to determine the proper course of action; in maintaining calm during emergencies; in the use of assigned weapons; and in negotiations.

License/Certification Requirements:

Must possess a current Arizona, New Mexico or Utah Peace Officer Standards and Training (POST) certification and a valid driver's license. Position requires successful completion of background investigation and job-related testing prior to date of hire. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit. Within one (1) year of date of hire must obtain Special Law Enforcement Commission and must complete the 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