

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Position to be filled: Director **Job Requisition Form**

Department: Public Safety

Required Qualifications/Essential Duties:

- Bachelor's Degree in Criminology, Political Science, Criminal justice, Police Science, Behavioral Science, Business or Public Administration or related field- **Required**
- Five to Seven years of responsible public safety and/or law enforcement experience including three years in management and supervisory responsibilities; **Preferred**
- Valid California Driver License – **Required**;
- Must be insurable by companies' insurance carrier and maintain throughout employment – **Required**;
- Must possess a CA P.O.S.T. certificate – **Required**;
- Maintain CA P.O.S.T. certification throughout employment – **Required**;
- Assume full management responsibility for all Public Safety Department services and activities; manage the development and implementation of departmental goals, objectives and priorities for each assigned service area; recommend and administer policies and procedures;
- Establish, within Tribal policy, appropriate services and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly;
- Assess and monitor workload, administrative, support system and internal reporting relationships; identify opportunities for improvement; direct and implement changes;
- Plan, direct and coordinate, through subordinate levels staff, the Public Safety Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems;
- Select, train, motivate and evaluate assigned personal; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures;
- Oversee and participate in the development, and administration of the department budget; approve the forecast of funds needed for staffing, equipment, material and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary;
- Provide staff assistance to the Tribal Administrator and Tribal Council; prepare and present staff reports and other necessary correspondences; attend Tribal Council and other meetings required;
- Represent the Public Safety Department to other departments, elected officials and outside agencies; coordinated assigned activities with those of other departments and outside agencies and organizations;
- Respond to and resolve difficult and sensitive tribal member inquiries and complaints; explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive controversial issues;
- Participate on a variety of boards, commissions and committees; serve as the Tribal representative to committees and community concerned with improvements in law enforcement and fire services, public education and departmental public relations;
- Attend and participate in professional group meetings; maintain awareness of new trend and developments in the field of law enforcement, crime prevention, fire suppression, fire prevention and related support services; incorporate new development as appropriate;
- Respond to and may command police and/or fire emergencies or community disasters;
- Performs other related duties as assigned; Drive company vehicle or personal vehicle to conduct business on behalf of Public Safety Department.

Reports To: Tribal Administrator

Starting Rate of Pay: D.O.E. – Range 66 (Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: October 28, 2021

Deadline: Open Until Filled

Department Director Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.