

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](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be filled:** Lieutenant

**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 plus ten years of responsible public safety and/or law enforcement experience including three years in management and supervisory responsibilities; – **Required;**
- 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;**
- In collaboration with the Director, develops and implements policies and procedures, plans and contingencies for dealing with emergencies, and disasters and other critical incidents;
- Supervises the Public Safety Sergeants and other department personnel to include: establishing staffing plans, prioritizing and assigning work, conducting performance evaluations; ensuring staff is properly trained; and making hiring, termination and disciplinary recommendations;
- In the absence of the Director, assumes full responsibility for the daily operation of the department including allocating staff in response to field activity, conducting staff meetings and reviews, inspecting operations, providing guidance and leadership, and directing the department's response to critical activities;
- Develops and Implements a comprehensive training and development program for Public Safety Officers.
- Ensures that the department is conforming to the required standards and core competencies and maintains appropriate policies and records for accreditation;
- Builds and maintains internal and external customer satisfaction with the services offered. Fosters good community relations by serving as a liaison with internal constituencies and the public;
- Works in conjunction with the Director or as assigned to coordinate investigations and serve as the liaison to outside law enforcement agencies regarding investigation of crimes as well as prosecution in court proceedings.
- Performs other related duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of Public Safety Department.

**Reports To:** Director

**Starting Rate of Pay:** D.O.E. – \$60,320.00 (Exempt)

**Approximate Hours:** 40+ hours per week

**Date Posted:** April 6, 2022

**Deadline:** Open until filled

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Department Director                      Date

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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.