

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-67**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Director – Public Safety
OPENING DATE: July 22, 2024
CLOSING DATE: July 30, 2024
DEPARTMENT: Public Safety
SALARY RANGE: EX17; \$61,446 - \$102,369

Position Summary:

Under general direction of the Chief of Operations, provides oversight, direction, and leadership to the programs within the Public Safety Department. Creates a work environment that fosters ethical conduct, respectful interpersonal relations, open communication, innovative thinking, and creative problem solving to accomplish strategic plans and objectives. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops and implements strategic plans which include short term and long-term goals and objectives for the effective and efficient delivery of public safety services based on established priorities and identified essential community services.
- Ensures the provision of professional public safety services for the Pueblo in accordance with applicable laws and regulations and in accordance with standard practices and ethics.
- Provides general direction to program managers. Holds regular meetings to communicate policies, procedures, regulations, goals, and updates on current projects and activities.
- Establishes, implements and monitors department and program evaluation tools and assessments to ensure compliance and accountability.
- Reviews/evaluates program effectiveness; identifies areas for improvement; determines solutions and agreed upon methods and strategies to meet goals and objectives.
- Manages contracts and grants; ensures compliance with regulations, terms, and conditions of awards; maintains timely communication with internal and external agencies and interested parties.
- Develops and manages department and program annual budgets in accordance with policies, regulations, and directives. Prepares required narrative and statistical reports.
- Reviews department and program budgets; ensures compliance with established goals and procedures; and recommends for final approval.
- Research/stays abreast of developing changes in public safety management and determines relevance to programs within scope of responsibility.
- Ensures the confidentiality of information subject to client privacy protection requirements.
- Research additional funding opportunities for continuation and expansion of services. Assists in the development of proposals.
- Ensures effective communication and compliance on program goals and objectives, standard operating procedures, projects and program-related activities via staff meetings or other appropriate means of communication.
- Represents the department and the Pueblo to external agencies; establishes professional relationships with programs of common interests.
- Fosters open and continuous communication and cooperation with residents of Pueblo communities and the public.
- Develops public information and makes presentations on the Department's processes and procedures; implements customer/client feedback and sets mechanisms to evaluate results of departmental service to the community.
- Completes performance evaluations in a timely manner. Promotes self-responsibility and accountability to achieve expected job performance.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Manages staff relations by celebrating, coaching, counseling, mentoring, teaching, and disciplining employees. Encourages feedback from employees for continual management improvement.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.

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- Maintains professional knowledge by conducting research, attending relevant training and conferences.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required and/or directed.

Minimum Qualifications: Bachelor’s degree in Public Safety Administration, Criminal Justice, Fire Science, Business Management, Public Administration and eight (8) years of progressive work experience related to Public Safety duties described herein, including six (6) years of upper-level supervisory experience, or; Ten (10) years of progressive work experience as a Police Chief, Fire Chief, Warden or equivalent including 5 years as a Lieutenant or Captain within one of these services or equivalent. FEMA/ICS 300 and 400 (and prerequisites) Certifications preferred; must obtain within one (1) year of hire. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Director, Public Safety is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other; Credit Check	X

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of the structure and functions of the Pueblo of Laguna.
- Knowledge of and ability to interpret applicable laws, regulations, ordinances, and legislation.
- Knowledge of proper spelling, grammar, and punctuation, and adequate math skills to carry out essential duties.
- Knowledge of public safety principles, practices, and standards adequate to carry out essential duties.
- Knowledge of diverse program management, implementation, and administrative requirements adequate to carry out essential duties.
- Knowledge of program evaluation tools, processes, and procedures.
- Knowledge of FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to motivate and promote team building.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to establish and maintain professional relationships with co-workers at all levels and with other contacts.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks, to schedule and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to analyze and interpret grant and contract documents.
- Ability to work independently and meet strict timelines.
- Ability to create and present effective speeches and presentations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

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- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in analyzing problems, identifying solutions, and implementing recommendations and appropriate courses of action.
- Skill in preparation, implementation and directing project timelines and staffing plans.
- Skill in preparing, reviewing, and analyzing technical, operational, and financial reports.
- Skill and ability in program evaluation processes and procedures.
- Skill in budget preparation and administration.
- Skill in providing leadership to supervising, training, and evaluating assigned staff.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES