



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 035-22

OPENING DATE: 04/27/2022

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Chief of Police
PAY GRADE: E12 (\$38.83/hr. - \$56.30/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department
REPORTS TO: Governor
BACKGROUND LEVEL: Law Enforcement

JOB PURPOSE: Achieves the Police Department goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff to include Administrative Services, Field Operations, Detective, and Special Operations divisions. Ensures the efficient and effective provision of law enforcement services to meet the needs of the Pueblo.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Plans, organizes, implements, and directs the POI police departments, including training and communications; establishes and achieves program goals, objectives, and mission; administers daily police activities through subordinates.
- Establishes and directs enforcement of performance standards and conduct guide for all commissioned and civilian personnel.
- Takes calls directly from citizens, employees and other officials regarding police business.
- Review and approve purchase requisitions on police supplies and equipment.
- Meets daily with the Captain and Lieutenant to discuss personnel issues; meets weekly with commanders and administrative assistant to get updates on issues regarding training and personnel.
- Directs the monitoring and evaluation of contract compliance and quality control.
- Ensures compliance with POI, state, and federal policies, procedures, rules, and regulations.

- Directs training, re-certification provisions for all staff; oversees the recruitment and hiring of qualified cadets, commissioned, and civilian personnel.
- Serves as liaison between the Pueblo of Isleta, BIA, and other law enforcement agencies in matters related to law enforcement operations and training.
- Plans, implements and maintains a public relations program to promote community involvement and public safety and educates the community on the functions of the POI Police Department.
- Serves as the primary representative of the Department with civic organizations, public interest groups, elected representatives and schools.
- Attends meetings related to public safety problems and law enforcement.
- Ensures that any complaints against the Department or its personnel are handled effectively and in a timely manner.
- Meets with Field Training Officer in the planning and hosting of various training opportunities.
- Prepares administrative, statistical, and fiscal reports and presents to Tribal Administration, Tribal Council and other agencies or departments as requested or required.
- Ensures that the tribal sovereignty and the jurisdictional powers and authority of the department are recognized and observed by all domestic and foreign law enforcement agencies and their personnel.
- Directs the procurement and allocation of necessary equipment, materials, and facilities.
- Serves on boards and committees as required or requested.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Operates as member of a team and independently at incidents of uncertain duration; advises and assists department personnel; performs complex tasks during life threatening emergencies.
- Writes proposals and grants to secure additional funding and grant monies for continuation and expansion of program services.
- Maintains current working knowledge of trends in law enforcement.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of Department activities by attending meetings and submitting reports.
- Hosts regular staff meetings to ensure communication among staff regarding Department related activities.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Increases management's and staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers and administrative staff; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Police Science, Criminal Justice, Public Administration, or related field or ten years' experience in law enforcement including eight years in a management capacity.
- Completion of State of New Mexico Certified Law Enforcement Training, Federal Police Academy, other state police academy or duly commissioned officer.
- Supervisory Enforcement Officer Certification.
- Must be able to pass a physical examination.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of relevant laws, regulations and rules pertaining to law enforcement and the Pueblo of Isleta.
- Knowledge of current law enforcement principles, practices, methods, and techniques.
- Knowledge of the Pueblo reservation including all roads, highways, streets and locations.
- Knowledge of Bureau of Indian Affairs PL 93-638 as it pertains to the Pueblo of Isleta.
- Knowledge of management principles and supervisory techniques.
- Knowledge of current information technology trends and practices relating to law enforcement and communications.
- Knowledge of the general principals of grant writing.
- Knowledge of budget preparation.
- Knowledge of and sensitivity to tribal customs and beliefs.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Skill in the safe and effective operation and maintenance of law enforcement equipment.
- Skill in the safe operation and handling of motor vehicles.
- Ability to exercise initiative and judgment in interpreting and applying policies and regulations.
- Ability to ensure compliance with and follow standard safety practices and procedures common to law enforcement work.
- Ability to successfully complete an approved Supervisory Enforcement Officer training after hire.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Ability to use Sleuth software.
- Ability to communicate effectively, both verbally and in writing.
- Ability to enforce the laws fairly and impartially with due regard for the rights and safety of individuals and the preservation of property.
- Ability to quickly analyze data, draw logical conclusions and make sound decisions.

- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work.
- Ability to establish and maintain effective working relationships with associate personnel and the public.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to create and present effective speeches and presentations.
- Ability to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

PHYSICAL DEMANDS:

- Walking, running, lifting and climbing during efforts to catch or subdue hostile individuals; good reflexes of the arms and hands in order to draw and shoot firearms quickly and accurately.
- Situations may occur where prolonged sitting, driving, walking, or waiting is required.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is typically performed in an office setting with a minimal amount of physical activity, but may be called upon by dispatch to deal with volatile individuals with potential exposure to physically and mentally stressful events and may be potentially dangerous.
- Exposure to natural weather conditions and various dusts and mists may occur.
- Possible exposure to toxic or caustic chemicals, flames or burning items.
- Evening, weekend, and/or holiday work may be required and must be on call for emergencies.
- Travel may be required.
- Noise level is usually moderate to high.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.