



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 150503-25

OPENING DATE: 7/8/2025

CLOSING DATE: 7/25/2025

POSTED: IN & OUT

POSITION: Chief of Police

PAY GRADE: E12 (\$51.26/hr. to \$71.77/hr.)

FLSA STATUS: Exempt

DEPARTMENT: Police Department

REPORTS TO: Governor

JOB PURPOSE: This position is located at the Pueblo of Isleta Police Department. Incumbent will achieve 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. Will ensure 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:

Manages and direct the Police Department.

- Assist in hiring, evaluates and disciplines department employees in accordance with Personnel Policies and other federal and state employment provisions;
- Defines and delegates authority and responsibility to appropriate subordinates;
- Administers applicable and personnel policies within the department;
- Monitors staff deployment and promotes effective utilization of personnel;
- Evaluates Vacation, Sick, Personal and Bereavement leave applications;
- Ensures that policies, procedures and performance standards are understood by all staff members and consistently applied;
- Reviews and evaluates the performance of immediate subordinates on a regular basis and oversees performance evaluation of all department employees;
- Initiates disciplinary actions based on careful examination of all facts;

- Plans and directs training opportunities for departmental employees to develop their potential and ability to function in their jobs;
- Investigates and responds to grievances and employee complaints.

Monitors and controls the operations of the Police Department to assure that the desired level of service is being provided.

- Initiates data gathering procedures;
- Reviews department-wide reports and records noting important details and problem indicators;
- Analyzes and evaluates progress against performance standards;
- Initiates or modifies practices and programs to improve police functions;
- Approves official department rules and regulations.

Prepares short and long-range goals for department within the context of priorities established by the Governor and Pueblo of Isleta.

- Determines organizational structure;
- Initiates policies and programs to implement goals;
- Establishes departmental standards of effectiveness

Administers annual budget.

- Prepares annual budget request;
- Establishes budget priorities;
- Prepares reports delineating specific activities of the department;
- Monitors and controls expenditures.

Develops appropriate public and community relations.

- Answers citizen calls and complaints;
- Serves as department's chief advocate and spokesperson;
- Briefs press and other media to keep public informed of police affairs;
- Promotes cooperative relations between police and other community service groups;
- Represents the Pueblo of Isleta, state, and national organizations where delegated and where the interests of the Pueblo of Isleta are involved.

Keeps current on new developments in legislation, law enforcement, criminal justice, and government regulations that affect police operations.

- Reviews and evaluates innovative concepts, developments, new equipment grants and assistance programs making changes in current operations and practices, where applicable.

Sets an example of integrity and competence.

- Abides by all departmental rules and regulations;
- Maintains high personal standards of morality, citizenship and professionalism;
- Avoids acts that compromise integrity;
- Serves as a model of competence in carrying out responsibilities and sensitivity in dealing with others.

Plans procedures and prepares staff for predictable crises.

- Supervises department's response to civil disorders and natural disasters;
- Facilitates coordination between police and other public safety agencies;
- Mediates conflicts within the department;
- Resolves conflicts between the department and outside groups.

Minimum Qualifications/Requirements:

- Bachelor's Degree in Police Science, Criminal Justice, Public Administration, or a related field with extensive experience in modern administrative police work and a variety of police functions

including supervisory duties with eight (8) years at the command level and ten (10) years' experience in law enforcement.

- 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.

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.
- 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 create and present effective speeches and presentations.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.

Other Requirements:

- Individual selected is subject to the following:
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies.
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

PREFERENCE: Tribal preference and Native American Indian preference apply to all Pueblo of Isleta positions.