



DEPARTMENT OF PUBLIC SAFETY & EMERGENCY SERVICES

DEPARTMENT DIRECTOR

INTRODUCTION: The incumbent serves as the principal strategist, planner and manager regarding the administrative operations of the Public Safety programs of the Hopi Tribe, and is further responsible for providing professional level management oversight, direction and supervision of the major functional units & projects of the department.

DUTIES: (The following examples of duties are intended to be illustrative only and should not be viewed as all inclusive or restrictive)

1. Plans, organizes and directs department activities; approves short- and long-term goals or work plans developed by program/office directors; coordinates a number of programs which may consist of professional, managerial and administrative activities; manages development of program/office changes in response to changes in budget appropriations.
2. Develops guidelines and policies for improving and strengthening department services and/or for incorporating new services; negotiates contract agreements; evaluates and redirects program to be more productive and effective in service delivery; may deal extensively with various committees of the Hopi Tribal Council.
3. Develops and implements internal control mechanisms, procedures and guidelines to maintain departmental accountability; meets with representatives major organizational levels of federal and state agencies, and with legislative and executive officials of the Hopi Tribe; provides accounting and expenditure control for the overall department budget.
4. Maintains close communications with and ensures that the supervisor is kept fully informed of the conditions and progress of departmental operations including all-important factors influencing the Department of Public Safety; provides professional advice and guidance on matters of significant.
5. Develops and submits funding proposals/budgets for enhancement of existing functions & services; ensures compliance with funding requirements; prepares budget amendments/modifications, required management and technical reports.
6. Serves as direct line supervisor to the department's functional unit supervisors and office staff; obtains maximum utilization of their services by clearly defining their responsibilities & duties, establishes performance plans, conducts timely performance reviews & evaluations; provides appropriate mentoring/coaching & training and takes appropriate follow-up as necessary
7. Performs other related duties as assigned or authorized in order to achieve Tribal goals and objectives.

COMPLEXITY: The work of the incumbent involves varied duties requiring skillful use of different and sometimes-unrelated processes and methods applied to a broad range of activities involving substantial depth of analysis. Assignments are characterized by their breadth and required intensity of effort often involving several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be accomplished include largely undefined issues and elements, requiring extensive probing and analysis to understand & determine the nature of and the scope of the problems, alternatives and recommended solutions.

SUPERVISION RECEIVED: The incumbent works under the general day-to-day oversight and supervision of the Chief Administrative Officer who sets the overall objectives and determines and assigns available resources. The incumbent, in consultation with the supervisor, develops policies, projects, priorities, deadlines and work standards to guide the pursuit of Tribal objectives and is responsible for planning and carrying out the assignments independently resolving conflicts, which may arise. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility and effectiveness in achieving expected results.

PERSONAL CONTACTS: The incumbent maintains frequent contact with the department's administrative staff, Tribal directors/supervisors, and occasional contact with the Tribal Chairman, Hopi Tribal Council, Tribal & Village officials/staff, other public/private organizations/personnel, funding agency representatives and the general public. The purpose of the contacts is to exchange information related to planning, coordination & project management/assessment and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work of the incumbent is mostly sedentary and performed in a standard office environment. The incumbent is considered a member of the Tribe's professional staff and as such is required to work or attend meetings in the evenings and weekends when necessary to accomplish objectives. Moderate travel by automobile on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Master's Degree in Applied Disaster and Emergency Studies, Public or Business Administration or closely related field;

AND

B. Experience : Nine (9) years of administrative or management experience in public safety or similar developing & establishing management systems related to public safety and emergency response planning, development and compliance; three (3) years of which must be in a supervisory capacity;

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of modern principles and practices of public administration
Knowledge of business & project management principles, practices and administrative procedures
Knowledge of Tribal, Federal & State funding sources, regulations & processes
Knowledge of the culture, traditions and socio-economic realities existing on Indian Reservations

B. Skills:

Skill in verbal & written communications
Skill in organizational development & assessment, program planning & administration
Skill in funds development, i.e., grant proposal writing, fund leveraging, etc
Skills in human and public relations

C. Abilities:

Ability to plan, develop and implement emergency service operations
Ability to liaise with governmental agencies, private businesses, industry and development representatives
Ability to analyze & assess systems failures and develop appropriate corrective action
Ability to manage multiple and multi-component projects at one time
Ability to establish and maintain effective, positive & professional working relationship with staff and others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess or be able to obtain within 30 days of employment a valid Arizona driver's license and complete & pass the Hopi Tribe's Defensive Driving course.

DESIRED QUALIFICATION REQUIREMENTS:

1. Five (5) years work experience as a rural Community Infrastructure Development Planner.
2. Speak & understand the Hopi language.

REVIEWED BY:



Hiring Authority

10-13-09

Date

APPROVED BY:



Personnel Director

10-14-09

Date

Salaried – Sensitive: Range 68

10/2009B (npf)