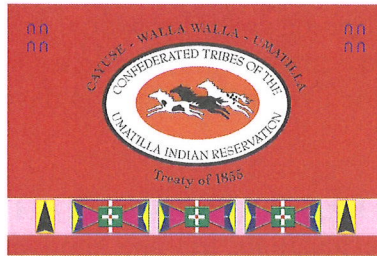


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Public Safety Director

**SALARY:** Pay Range: 15  
\$108,853.06 TO \$126,915.00 annual  
DOE/DOQ

**DEPARTMENT:** Department of Public Safety

**LOCATION:** Position located at Public Safety Building, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package  
(Requires\_extensive background check)  
Safety Sensitive [*All Firemen and all Police Officers authorized to carry/use firearms require random drug testing*]  
Exempt

**SUPERVISED BY:** Deputy Executive Director

**OPENING DATE:** June 11, 2024

**CLOSING DATE:** July 5, 2024

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

**GENERAL STATEMENT OF DUTIES**

This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation. Manage and direct the Department of Public Safety (DPS) to provide law and order, police services, fish and game enforcement services, child support enforcement, criminal prosecution, domestic violence services, emergency

management, fire protection, emergency medical transportation and assistance to all citizens of the Umatilla Indian Reservation and to provide hazard, incident and emergency management as needed and required by the various grants, contracts and memorandums of agreement with the local municipal, Oregon Tribes, state and federal governments. Develop and maintain a team-oriented approach to public safety on the Umatilla Reservation. Responsible for emergency planning and information, preparation, response and recovery planning activities. Supervises the Prosecutor, Child Support Attorney/Manager, Family Violence program manager, Police Chief and Fire Chief, in protecting the lives and property in the event of a major emergency or disaster, or incident natural or manmade.

### **ESSENTIAL OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

1. Supervision of staff, including annual evaluations, training, motivation and discipline, teamwork (fostering cooperation and trust) and other responsibilities as outlined in the Tribal Personnel Policies and Procedures Manual, Umatilla Tribal Police Operations Manual and Umatilla Tribal Fire Standard Operating Guidelines. Builds a team environment among the programs and staff within the Department.
2. Develops and oversees departmental budget and the expenditure of funds to ensure strict compliance with CTUIR Fiscal Management Policies and to ensure compliance with grants, contracts, and applicable laws. Oversees budget development and compliance for all Public Safety Programs.
3. Develop and ensure implementation of Annual Work Plans of the department and the oversee development and implementation of Annual Work Plans of the Programs within Public Safety. Provide department and program progress reports as required.
4. Supervise the Tribal Prosecutor, Child Support Attorney/Manager, Family Violence Program Manager, Chief of Police, and Fire Chief to directly provide that the highest levels of protection exist for the Umatilla Indian Reservation and foster a team approach to public safety and emergency management.
5. Respond to the scene or public safety building for major tribal police actions, fire operations and emergencies, as needed to support first responders 24/7.
6. Responsible for coordinating and integrating all emergency management programs, projects and operations at the local level and work with local governments including Federal Emergency Management Agency (FEMA) Region 10, State of Oregon, Oregon Tribes, Columbia River Inter Tribal Fisheries Enforcement, the City of Pendleton, and Umatilla County.
7. Prepares reports about implementation of policies, management directives, and overall emergency and public safety activities, needs, and accomplishments.
8. Works with Administration and the Board of Trustees (BOT), all Tribal departments and programs, and the Committees and Commissions to provide for the public safety and welfare of the communities located within the territorial jurisdiction of the sovereign government of CTUIR.
9. Participate as a member of the CTUIR Management Team – communicating and coordinating with other department directors, addressing issues that affect the CTUIR organization and employees, providing guidance and support to the Executive Director.
10. Act as a resource advisor to the BOT and Administration in the event of a man made, natural disaster or other catastrophic event.
11. Works with Executive Director, Public Works, and Office of Information Technology to monitor and coordinate Building Security resources including surveillance cameras, panic alarms and building alarms.
12. Coordinates with police and fire chiefs to maintain an efficient emergency dispatch center and radio/data communications system that complies with tribal, Federal Communication Commission (FCC) and state policies and regulations.
13. Work with other state and local agencies to develop a comprehensive emergency preparedness plan that will meet the needs of the Tribes sovereign governmental responsibilities.
14. Work with Public Safety and other CTUIR Departments and Directors to regularly evaluate existing policies, codes, and procedures and recommend changes.

15. Ensure that the DPS provides competent, professional services to all clients that reflect the unique needs of the Tribal community and culture.
16. Seek and plan for the improvement and expansion of DPS's ability to provide competent services to clients that consider the unique needs of the Tribal community and culture.

**SUPERVISORY AUTHORITY:** Direct supervision of the Fire Department, Fire Chief, Police Department, Police Chief, Office of Child Support Attorney/Manager, Prosecutor, Family Violence Services Manager, Administrative Assistant II.

**SIGNATORY AUTHORITY:** Purchases up to \$25,000, grant management, personnel documents, travel forms and specific public safety documents related to operations.

**ACCESS TO SENSITIVE AREAS:** CJIS, RIMS, LEDS, tribal, state and federal case files and other criminal databases.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Bachelor's Degree from an accredited institution with an emphasis in in public administration, public safety, fire safety, criminal justice, law enforcement or Indian law or a related field.  
AND five (5) years of work experience in a public safety or emergency management field.

**OR**

In lieu of Degree, High School diploma/ General Educational Development (GED) Certification and demonstrated ten (10) years of applicable work experience with a Tribal government or Tribal Enterprise (8 which must have been in a specific field i.e. public safety/emergency management, public administration, criminal justice, law enforcement, Indian law or a related field.

**AND**

2. Eight (8) years of upper management level experience (including directing multiple functions and programs, budget management, community relations, delivery of services to clients and supervision of employees) in the area of public safety, law enforcement, or related field of endeavor.
3. Requires extensive professional knowledge of the principles, practices, and procedures of modern public safety administration, organization and operation.
4. Demonstrated ability to develop and analyze planning and operational documents (emergency operations plans, standard operating guidelines, annual work plans).
5. Demonstrated ability to successfully develop and manage budget and fiscal matters and comply with funding requirements.
6. Demonstrated ability to effectively supervise employees in a team-oriented environment.
7. Demonstrated ability to effectively manage multiple operations and functions.
8. Must possess knowledge of, or ability to learn, applicable laws and regulations.
9. Demonstrated ability to communicate effectively with and to make public presentations to diverse groups including upper management, employees, committees, a legislative or governing body such as the Board of Trustees, and the general public.
10. Demonstrated ability to work with and advise Administration and the BOT by providing accurate quality information that enables them to make sound decisions and/or develop sound policy.
11. Demonstrated experience with the Incident Command System (ICS) (or successful completion of basic ICS courses within one year of becoming the Director).
12. Demonstrated knowledge with the National Interagency Incident Management System (NIMS) (or successful completion of basic NIMS courses within one year of becoming the Director).
13. Must have six to eight (6-8) years of supervisory experience. Demonstrated ability to effectively supervise multiple employees, including experience in performance evaluations & disciplinary actions.

14. Demonstrated experience in strategic planning, establishing priorities, and developing Annual Work Plans.
15. Demonstrated ability to make public presentations to diverse group including upper management, employees, committees, a legislative or governing body (i.e. Board of Trustees) and general public.
16. Must have a clear understanding of and ability to develop and manage budgets to achieve program goals.
17. Knowledge of principles of proposal writing, budget preparation, and needs assessment.
18. Must have working knowledge of tribal government and business accounting, auditing standards/practices.
19. Ability to strategically develop and implement procedures, systems improvements and programmatic solutions and planning for future department operations.
20. Demonstrated ability to appropriately follow codes, policies and established procedures.
21. Demonstrated ability to effectively manage multiple operations, functions and budgets.
22. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
23. Ability to work/communicate with different government agencies and diverse groups/organizations.
24. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
25. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
26. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
27. Must have general knowledge with computer processing equipment and software, including: Word, Excel, Power Point, Outlook, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
28. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
29. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
30. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
31. Successful completion of a CTUIR and Criminal Justice Information System (CJIS) criminal background check and a pre-employment drug test will be required.

**PHYSICAL DEMANDS:**

1. Ability to work long hours during emergencies and disasters to coordinate emergency management services.
2. Ability to sit for long hours at a computer using a keyboard and mouse.
3. Ability to lift items up to 50 lbs. or more over shoulder height (Work is performed indoors and outdoors where significant safety considerations exists.)
4. Ability to bend and twist entering and exiting vehicle.
5. Ability to respond and work in adverse weather conditions.
6. Must have clear vision and perform various job duties indoors and outdoors for public safety incidents.
7. Ability to use standard computer programs such as Microsoft Office (Word, Excel, PowerPoint, and Outlook).
8. Ability to stand and walk around for long periods of time.
9. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in

job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date.

**ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.**

Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.

2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

**APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
 Office of Human Resources  
 Staffing and Onboarding  
 46411 Timine Way  
 Pendleton, OR. 97801  
 Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

 \_\_\_\_\_ 6/11/2024  
 Approved: Jue Jue Withers-Lyons, Interim Human Resources Director Date

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date