



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Public Safety Director
Department: Public Safety
Supervised by: Chief Operations Officer
Pay Range: T-10

General Duties: Under the general supervision of the Chief Operations Officer, performs a variety of complex administrative, supervisory and professional work in assuring the compliance of applicable Tribal, State and Federal Law. This is an unarmed position.

Responsibilities:

- Enforce ordinances and resolutions of the Bishop Paiute Tribe as directed.
- Deliver and serve legal papers as requested by the Tribal Court or Tribal Council.
- Investigate alleged violations of ordinances and resolutions of the Bishop Paiute Tribe.
- Act as bailiff during Tribal Court Sessions and security at public meetings to maintain order.
- Develop and Supervise Tribal Public Safety Officers as they are hired.
- Patrol and observe the Bishop Reservation as requested by the Tribal Council.
- Serve as liaison with local, state and federal law enforcement.
- Write and complete reports for all incidents that occur and prepare appropriate documentation for the Tribal Court System.
- Serve as liaison with local, state and federal law enforcement and related agencies.
- Other Duties as assigned.

Supervisory Responsibilities:

Supervise the Police Department Staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

Requirements:

- BA/BS in related field preferred, but will accept a combination of education and experience.
- A minimum of two years administration and supervisory experience.
- Knowledge of Public Law 280 and relevant Federal laws
- Fingerprint and background clearance and Pass a pre-employment drug screen.
- Pose a valid California Driver's License and be insurable.
- Within 30 days of accepting employment, must be able to establish full-time residency within a 5 mile radius of the Bishop Paiute Tribe.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.