

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: TRIBAL POLICE ASSISTANT CHIEF
CLASSIFICATION: EXEMPT
STATUS: FULL-TIME

DATES OF POSTING PERIOD: UNTIL FILLED

GENERAL DESCRIPTION: The Tribal law enforcement officers shall be required to maintain the peace, welfare, and safety of all within his jurisdiction and shall function under the terms of the current Miami Nation Law and Order Codes. This position is under the direct supervision of the Tribal Police Chief.

MAJOR JOB DUTIES:

- Plans, organizes, controls, staffs, and directs the activities and functions of the Operations or Administrative divisions of the Police Department as assigned by the Chief of Police.
- Participates in the planning, directing, and coordinating of departmental personnel and general administrative activities.
- Coordinates the activities of divisions within the department.
- Works effectively with partners/stakeholders in the community to identify and resolve public safety issues.
- Reviews/interprets/analyzes activity and incident data to develop effective deployment plans for operational personnel.
- Plans for, responds to, and directs police activity at large events and critical incidents.
- Represents the Department before community groups, citizens, and government officials.
- Drafts, composes, reviews, edits and/or revises a variety of written documents, summaries, and reports.
- Develops, reviews, and approves/recommends approval of police operating policies, procedures, and goals/objectives.
- Reviews and evaluates current programs, procedures, and activities to ensure efficient and effective use of resources and delivery of service; develops recommendations on changes in organization and programs to meet changing operational needs.
- Attends scheduled staff meetings and participates effectively in promoting overall team management.
- Assists in the preparation of the department budget, division budgets, and monitors resources and expenditures throughout the year.
- Sets priorities for divisions and establishes goals and objectives. Measures progress toward established goals.
- Conducts research and analyzes information for the preparation of detailed technical reports for the Chief of Police or others.
- Evaluates assigned personnel for efficiency and effectiveness.
- Notifies/briefs the Chief of Police regarding matters of importance and daily operational issues.
- In the absence of the Chief of Police, serves as acting chief of police.

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

REQUIREMENTS:

Education: High school diploma or GED equivalency. Oklahoma LEO certification or eligible for certification required.

Experience: At least one year of experience at the rank of a Police Detective or equivalent (sworn) police supervisory level management position required.

Skills: Comprehensive knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent federal, state, and tribal laws; ability to assign, direct, supervise and evaluate the work of subordinate officers; ability to analyze complex police problems and to adopt effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to establish effective working relationships with other officers in the department and to deal with the public courteously but firmly and maintain satisfactory public relations; ability to prepare and present detailed reports; ability to communicate effectively orally and written. Professional in appearance.

Additional Requirements: Possession of a valid, appropriate driver's license issued by the state of Oklahoma.

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

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