**DESCRIPTION:** Performs a variety of complex supervisory, administrative, and professional work in planning, developing, directing, and organizing the various operations of the Public Safety Department, VPSO program, Search and Rescue, and Fire Department; and coordinates assigned activities with other City and Tribes and/or outside agencies. Responsible for the strategic planning and direction of this department.

**DUTIES:**

* Oversees supervision of personnel; approves all hiring, promotions, disciplinary actions, and terminations. Establishes and evaluates performance work standards, to include safety policies and procedures; helps resolve difficult personnel problems.
* Responsible for the planning, development, and implementation of the Northwest Arctic Borough’s Public Safety Program for community law enforcement, Probation and parole supervision, Emergency Response Management, Fire Department, Search and Rescue Department.
* Work in cooperation with appropriate entities to develop, coordinate, and deliver law enforcement, Fire Safety, and Search and Rescue that meet the needs of the Borough.
* Works with division personnel in developing, negotiating and presenting budgets to the Mayor and Assembly; monitors expenditures as needed.
* Plans, coordinates and provides overall direction for the various activities of the public safety department; prepares and presents comprehensive plans for the improvement and expansion of facilities and activities; plans long-range goals for the department.
* Maintains liaison with other cities and Tribal community groups, and individuals in order to explain and discuss various aspects of department functions
* Attends meetings that require representation of the borough public safety department; researches various information for grants; writes and negotiates grants; administers obtained Federal grants; administers State monies and regional flood control monies.
* Serves as the department’s emergency management coordinator; keeps the emergency management plan up to date; trains and informs department staff on emergency management plans.
* Works with architects and engineering firms when and as needed.
* Other Duties as Assigned

**MINIMUM REQUIREMENTS**

* High School Diploma or GED
* Bachelor's degree in business management, public administration, engineering, recreation management, or a closely related field from an accredited college or university and six (6) years of progressive management/administrative experience, OR any equivalent combination of education and experience.
* 3 years minimum of work experience in law enforcement, fire management or other emergency services.
* Ability to administer a large work program; ability to prepare and present budget estimates; ability to coordinate a variety of major construction and maintenance programs related to upgrading the Borough's infrastructure and facilities.
* Ability to direct, motivate, develop, and evaluate subordinates; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies, and the public.

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**Employee Date Mayor Date**