**DISCRIPTION:** The VPSO Coordinator works along with the oversite of the Public Safety Director and the Alaska State Troopers (AST) to ensure deliver of community law enforcement, probation and parole supervision, and public safety services within the Northwest Arctic Borough (NAB). Village Public Safety Officers (VPSO’S) are dedicated employees living in rural Alaska who assists their community in all aspects of public safety to include search & rescue, fire protection, emergency medical assistance, and especially law enforcement. Service coordination is provided with the cooperation of the city council or local tribal governments.

**DUTIES:**

* Responsible for the planning, development, and implementation of the Northwest Arctic Borough’s (NAB) Public Safety Program for community law enforcement, probation and parole supervision, and public safety services.
* Responsible for the successful implementation of a public safety and law enforcement plan for the borough and its communities along with development of funding requests to support the plan.
* Work in cooperation with appropriate entities to develop, coordinate and deliver law enforcement and relate public safety services that meet the needs of the Borough.
* Act as program liaison between NAB, the Alaska State Troopers (AST), State Department of Corrections, VPSO’s, and City Tribal Councils. Provide assistance to Public Safety Training Academy staff, AST-Kotzebue Detachment, and Kotzebue Probation and Parole personnel.
* Responsible for monitoring grant budgets, and oversight and authorization of expenditures in accordance with the appropriate grant agency guidelines.
* Travel to communities within the region to orient city and tribal council members, community residents to the NAB Public Safety Program and to recruit and screen applicants for vacant VPSO positions.
* In cooperation with the city councils and DPS, provide supervision, direction and support to the VPSO Staff, conduct staff evaluations on annual basis and as necessary. Maintain regular contact with all VPSO’s.
* Provides personnel recommendations to the Director of Public Safety or their designee in coordination with the AST, City and Tribal Councils.
* Coordinate law enforcement training sessions: design based upon needs, coordinate with AST, notify VPSO’s, make appointments and other pre-training arrangements for the required physical exams, and other travel logistics training in Kotzebue, or other locations within the State of Alaska.
* Maintain and protect privacy of confidential information.
* Assist Alaska State Troopers (AST) with public safety need in the NAB.
* Assist other VPSO in the NAB with public safety during extra activities in Borough communities.
* Serve as temporary VPSO in communities without a VPSO.
* VPSO duties may include any of the above and are a minimum guide of services the VPSO can provide. The Director of Public Safety may designate other duties.
* Other duties as assigned.

**MINIMUM REQUIREMENTS:**

* High School Diploma or GED
* 3 years of supervisory and managerial experience required.
* Must be well organized and able to work without direct supervision.
* Work experience that demonstrates excellent communication skills, including speaking and writing skills, managerial skills, mediation, collaboration and building partnerships.
* Demonstrated abilities and experiences to coordinate, conduct, participate in, and attend meetings with a variety of agencies.
* Must possess advanced computer skills, and experience working with the general public.
* Knowledge or experience in government affairs, particularly Borough and municipal governments in Alaska along with the State government.
* Applicant must have a valid Alaska Driver’s License.

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**Employee Date Public Safety Director Date**

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**Mayor Date**