



Eastern Band of Cherokee Indians

DIRECTOR - PUBLIC SAFETY

Position Description

Program:	EMS	Reports to:	Secretary of Operations
Division:	Operations	Position Number:	911013002
Classification:	Exempt	Revision Date:	10/01/2022
Pay Level:	17	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Coordinates Tribal emergency preparedness incident response, emergency communication and directs the daily operations of the Department of Public Safety Programs. Responsible for the protection of life and property through a varied program of enforcement, detection and prevention of fires and hazardous materials incidents, planning and directing emergency response activities. The Director's work also involves a full managerial and supervisory role including the establishment of policy, evaluation and adherence to prescribed standards, planning for and implementing special activities. Preparing special State, Federal and local reports. The Director attends larger Emergency events related to natural and manmade disasters and may take command at the site consequently. Skills must be maintained with the Emergency Management Certification Program.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Reviews and implements changes in staffing, organization, planning goals, and major acquisitions of equipment, new systems, etc., with program managers.
- Provides oversight and direction to staff serving on national policy boards and committees for Federal and State implementation of grants and programs in Indian country.
- Develops and coordinates staff development programs and management training in relation to overall organizational development.
- Coordinates policy/procedure development within programs to ensure effective operations and management of resources.
- Responsible for accurate and appropriate enforcement and implementation of EBCI Personnel Policy throughout Department.
- Prepares and reviews job analysis/descriptions for management positions and others as needed.
- Develops Strategic Plans for individual programs in collaboration with management staff.
- Performs departmental needs assessments and reports to upper management.
- Develops and supports employee relations initiatives and morale building programs.
- Reviews and evaluates the work of staff who utilize or develop computer aided analyses and databases, technical memoranda, staff reports, engineering design plans and specifications, and other construction documents.
- Mediates and facilitates conflict resolution between staff, also providing developmental and conflict resolution solutions and programs when needed.
- Consults with program managers and office administration support staff to create goals, timetables, reporting procedures and resource allocation.

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- Consults with department program managers and other entities as appropriate to ensure program compliance with applicable fiscal, procurement and safety regulations.
- Provides a positive public image of the Eastern Band of Cherokee through representation at meetings, forums, public appearances, events and fund-raisers.
- Provides detailed technical reports and summaries to Tribal Council on a regular basis, including project status, budget details, professional opinions, community reports, public safety concerns, and general information as needed.
- Coordinates public outreach with regard to project impacts, needed public assistance, Tribal code changes, management plan development, etc.
- Communicates and coordinates with associated Tribal nations to collaborate on various initiatives and/or issues related to funding, proposed regulation changes, etc.
- Responsible for compliance with all Federal, State, and local funding agencies.
- Reviews and submits reports, both project status and financial.
- Seeks funding for approved initiatives through outside sources.
- Coordinates with EBCI Commerce Division and Budget and Finance, with regard to planning and budget related grant components.
- Performs any additional functions as delegated by the Secretary of Operations while working on specific initiatives driven by leadership as necessary.
- Coordinates and facilitates resources to assist in crisis management and emergency situations, such as natural disasters, public safety hazards, etc. to include developing and coordinating community youth education programs.
- Performs various public speaking duties to organizations, Federal agencies, States, Tribes, etc.
- Serves in an on-call capacity for emergencies or as uncommon situations arise 24/7. May serve as the point of contact for regional EMS services, hospitals, or other entities.

Scope of Supervision:

This position is supervised by program leadership. This position is responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Experience to include 7 years of progressively responsible experience in Emergency Management and 5 years in a supervisory role within the Public Safety field, developing governmental budgets, financial reporting, and strategic planning, and developing and implementing policies and procedures.
Education:	Bachelor's Degree in related field required.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Required to hold at least one North Carolina certification as a North Carolina Paramedic, Level Two Fire Fighter or Emergency Management.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have the ability to plan, organize, supervise, and direct operations of the department.
- Requires a thorough knowledge of the Public Safety Division policies, procedures, and guidelines.
- Must be knowledgeable of all HIPAA, OSHA, Safety Rules and Regulations, Emergency Management policies, Infection Control Policies. Tribal Personnel Policy, and the Cherokee Public Safety Operating Guidelines and Protocols.
- Good communication skills both verbal and written are required.
- Must have knowledge of full range of office procedures as related to finance, administration, and supervision.
- Must have knowledge of grant writing and reporting.
- Ability to write routine reports and correspondence.
- Ability to effectively present information to the Executive Committee, Tribal Council, Federal and State partners, grant awarding officials, the Secretary of Operations, and the general public.
- Ability to apply principles and logical or scientific thinking to a wide range of intellectual and practical problems.

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Key Relationships:

Must communicate on a daily basis with Federal, State, and local agencies and other pertinent Tribal divisions and programs. Frequent contacts related to the implementation of various programs, and especially grant programs, are required to ensure proper program directions for completion of goals and objectives. Contact with other organizations including State, Federal, and local educational and recreational programs is required. The incumbent must be comfortable with both oral and visual presentations necessary to communicate program specific information to a wide variety of individuals and organizations. Incumbent must ensure fairness and equality when dealing with all levels of employees, vendors, and community members. Must communicate with National committees within the Public Safety field. A high degree of tact, courtesy, and professional decorum are required to maintain good public relations.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. This position requires a high level of knowledge and skills. Managerial and administrative skills are required due to the program work requirements to operate the program on a day-to-day continuum and provide interaction with other Tribal Programs and Federal and State agencies. Tribal and Federal agencies regarding work progress and milestones require formal reports. People skills are required to effectively supervise staff members to achieve program goals. Annual and project-oriented budgets with attendant justifications have to be compiled by the incumbent while communicating with a myriad of entities on a professional and technical level. The incumbent must be versed in a broad range of related media programs as well as other programs. The technical level of expertise can be considered more diverse than that required by most similar professional positions. A working knowledge of computer operating logic and specific software manipulation is used on a daily basis.

PREFERRED QUALIFICATIONS

Experience in developing governmental budgets, financial reporting, and strategic planning with a focus on Public Safety preferred.

WORK ENVIRONMENT

Work Environment: Works in a business environment. When responding to calls, employee is typically exposed to inclement weather, hazardous materials, traffic hazards, and hazardous conditions.

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

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Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Director - Public Safety** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date