

**MANAGER V
LAW & ORDER EXECUTIVE OFFICER**

**NEZ PERCE TRIBE
CLASS DESCRIPTION
2012**

CLASS TITLE: Manager V- Law & Order Executive Officer
PROGRAM: Law & Order Executive Office
DEPARTMENT: Law & Order

FLSA STATUS: Exempt
GRADE: 30

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide executive level management for the Law and Order operations of the Nez Perce Tribe; specifically the divisions of Judicial Services (court), Law Enforcement, Prosecutor (including Probation), Tribal Employment Rights Office (TERO), Victim's Assistance, and Child Support Enforcement Program (CSEP). Provide intra-departmental, interdepartmental, intertribal, and interagency coordination. Develop departmental policy, long-range goals, and present department recommendations to appropriate Subcommittees and Nez Perce Tribal Executive Committee (NPTEC). Coordinate and communicate with other Program/Department Managers at the executive level to ensure compliance with the Nez Perce Law and Order code and state and federal regulations and laws; implement tribal and program policy and operations; responsible for development, implementation and oversight of departmental grants, contracts and/or projects. Provide representation, coordination and communication with other agencies, members of legislative bodies and the public regarding the department direction, goals, and objectives. Responsible for completion and presentation of departmental information and reports as required. Assist NPTEC, and pertinent Boards and Commissions, in providing technical representation in management forums as required. Provide departmental supervision and oversight to ensure project development, budgets, annual reviews, reports and personnel administration are implemented as designed.

ESSENTIAL TASKS

Responsibilities require employee to follow;
Tribal programs listed as "Common duties",
Department programs listed "General duties",
Class description listed "Supervision duties", and
Department and project/contract specific duties

Common Duties:

Read and comply with policies and procedures, e.g. Human Resource Manual, Vehicle and Safety Manual, Finance Manual, etc.
Work cooperatively with all tribal employees or those associated with the Tribe.
Driving; travel to meeting or for other assignments.
Work flexible and irregular work schedules as required.
Maintain daily activity log.
Maintain a high level of professionalism, confidentiality, and ethical standards.
Other duties as assigned by Supervisor or as necessary to support all subordinate activities.

General Duties:

Provide executive level management of the tribal law and order operations as assigned.
Provide supervision, evaluation, and direction to department managers and other assigned staff.
Serve as management liaison with local, state, tribal, and federal agencies as assigned.
Represent the Nez Perce Tribe in public meetings before governmental bodies and other forums.
Coordinate with Managers regarding departmental activities.
Provide leadership in staff meetings.
Provide executive level management decisions regarding tribal program's implementation and direction consistent with policy direction.
Provide strategic guidance and advancement for the Tribe.
Assure departments are in compliance with grants, contracts, and project-specific deliverables.

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Assure personnel compliance with applicable codes, laws, regulations, policies, and professional licensing.

Develops, presents, and defends budget requirements; reviews, monitors, and approves expenditures; prepares financial forms and reports. Identify funding sources to enhance and sustain the work of the department.

Supervision Duties:

Provide supervision of Manager IV level staff and down as identified in assignments.

Thorough knowledge of all Law and Order operations of the Nez Perce Tribe, specific to departments or programs assigned to supervise, and to current and pressing law and order issues important to the Nez Perce Tribe and other federally-recognized Tribes.

Facilitate staff including: recruitment, assignment, and evaluation of work.

Review all personnel actions and Employee Action Notices for HRM consistency.

Initiate personnel actions for assigned staff.

Develop, maintain and implement Class Descriptions, Job Expectations and Performance Evaluations for assigned staff.

Signature authority for Employee Actions Notices, disciplinary actions for all personnel.

Specific Duties

Read and comply with all appropriate tribal, state, and federal codes, regulations, and laws.

Translates policy positions and directives into legal positions and strategies.

Respond to a wide range of inquiries on legal issues and strategies daily; coordinate with tribal Office of Legal Counsel.

Consistent with tribal sovereignty, coordinate efforts with other jurisdictions.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Requires synthesizing or integrating analysis of data or information to discover facts or developing knowledge or interpretations; change policies, procedures or methodologies based on new facts, knowledge, or interpretations;

PEOPLE INVOLVEMENT: Requires directing and leading others. Interaction required between line staff, supervisors; local, county, state, regional and federal agency representatives; political, educational and financial institutions; special interest groups, community organizations and industry groups. Requires addressing large audiences and one-on-one. Requires negotiating, exchanging ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions or solutions, and issuing orders or instructions based on technical expertise. Requires the ability to interact with people at all levels and of diverse groups. Requires persuading or influencing others in favor of a service, point of view, or course of action. Requires planning and directing others in the sequence of major activities and reporting on operations and activities, which are very broad in scope. Mentor others by advising, counseling, or guiding them regarding problems that may be resolved by legal or professional principals.

INVOLVEMENT WITH THINGS: Requires establishing policy for the acquisition, installation, operation and maintenance and repair of complex machinery, equipment or systems, the establishment of specifications for the acquisition of major pieces of equipment, machinery or technology systems.. Requires proficient skills in word processing, spreadsheets, databases, and Internet media.

-GENERAL REQUIREMENTS

REASONING REQUIREMENTS: Requires the application of broad principles of professional management and leadership to new problems for which conventional solutions do not exist. Requires coordinating work involving guidelines and rules with constant problem solving. Requires the application of principles of logical thinking, scientific, legal, administrative or other practices to diagnose or define problems. Collect