

# SIKSIKA TRIBAL ADMINISTRATION

## \*EMPLOYMENT OPPORTUNITY\*

**SERVICE AREA:** Siksika Public Safety                      **COMPETITION:** SJ-03-04-11-23  
**DEPARTMENT:** Siksika Protective Services  
**POSITION:** Protective Services Coordinator                      **DATE POSTED:** 04-12-23  
**SALARY:** Based on Education & Experience                      **DEADLINE:** Open Until Filled  
**STATUS:** 2 Year Fixed Term Contract

### **General Statement of Duties:**

The Protective Services Coordinator will be responsible for carrying out the goals and objectives of the Peace Officer program/Security Services Program, Dispatch system and Animal Control Program. Duties include supervision of staff and attendance at court if required. This position also required maintenance of the Community Peace Officer appointment and requisite training.

### **Duties & Responsibilities: Duties include but are not limited to:**

- Supervise Protective Services staff while including planning, scheduling, organizing, and directing work, training and completing performance appraisals.
- Help coordinate investigations, conduct internal investigations involving public complaints.

### **MINIMUM QUALIFICATIONS:**

#### **Required Knowledge, Skills and Abilities:**

Must be able to understand and deal with problems in a professional and positive manner with fellow staff and the public; Must have knowledge and skills in employee supervision and administration; Must have effective communication skills, organizational and management skills; Work with confidential information with integrity and trust; Computer skills are essential and required; Willing to receive additional training to enhance proficiency; Knowledge of the Canadian Justice System, Security Services and Investigations Act, Peace Officer Act, and general Provincial Statutes.

### **Education and Experience:**

- Post- Secondary Certification in Justice, Business Administration, or related field.
- Peace Officer experience or training is an asset.
- Leadership disposition and experience.
- Experience with Indigenous law enforcement and/or security is an asset.

### **Other:**

- General knowledge of Blackfoot culture. Knowledge of Blackfoot language would be an asset.
- Class 5 Drivers and Drivers Abstract.

**\*CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION\***  
**SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES**



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