

Job Title: Executive Director of Properties & Public Safety

Office: Office of Property and Public Safety

Department: Administration

Reports to: Chief Executive Officer

FLSA Status: Exempt

Location: Coos Bay, OR (with regular travel to other Tribal properties)

Salary Grade: \$140,961 -\$176,217

This position is a covered position under the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. The selected candidate must successfully pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

The Executive Director of Properties & Public Safety provides strategic and operational leadership for the Coquille Indian Tribe’s properties, maintenance, facilities, safety, security, and emergency preparedness functions. Reporting to the Chief Executive Officer, this role ensures that Tribal properties and public safety programs are effectively managed, sustainable, and aligned with the Tribe’s long-term goals.

This position oversees the Facilities Department Director, Emergency Management Director, Chief of Police, and related programs. The Executive Director leads long-range property and capital planning, develops budgets and policies, ensures compliance with applicable laws and Tribal regulations, and promotes safe, well-maintained environments that support the Tribe’s mission and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Leadership & Administration

- Provide vision, leadership, and oversight for Tribal maintenance, properties, security, public safety and emergency operations.
- Develop and execute long-term strategic plans for facilities, public safety, and emergency preparedness.
- Establish and manage budgets for assigned departments; monitor expenditures to ensure fiscal accountability.
- Advise the CEO on safety, facility infrastructure, and capital improvement priorities.

- Develop policies, procedures, and programs that ensure safety, security, and sustainability across all facilities and operations.
- Represent the Tribe in interactions with local, state, and federal agencies regarding property management, emergency coordination, and law enforcement matters.

Facilities & Property Management

- Oversee maintenance, improvements, and timely repairs of Tribal buildings, lands, and infrastructure.
- Ensure facilities are safe, compliant, and maintained according to applicable codes and environmental standards.
- Develop long-range capital and property improvement plans and oversee maintenance projects, leases, and vendor relationships.
- Coordinate with internal departments on space planning, sustainability initiatives, and property utilization.

Public Safety & Security

- Provide executive oversight of the Coquille Tribal Public Safety Department, ensuring alignment with Tribal laws, sovereignty, and community expectations.
- Collaborate with the Public Safety Director to set strategic goals, monitor performance, and ensure professional standards in both the policing and security teams.
- Oversee security programs, including physical security systems, emergency response, and workplace safety in the Coos Bay and Eugene locations.
- Ensure compliance with applicable Tribal, state, and federal safety and security regulations.

Emergency Preparedness & Risk Management

- Direct and integrate emergency management, safety, and disaster recovery planning across the organization.
- Partner with Tribal departments to identify risks, coordinate training, and maintain emergency response readiness.
- Develop and maintain strong relationships with regional emergency services, law enforcement, and government agencies.

- Serve as a key advisor to leadership during emergencies or crises affecting Tribal properties and personnel.

Leadership & Collaboration

- Provide mentorship and guidance to department heads and staff; promote a culture of accountability, safety, and respect.
- Foster collaboration across divisions, departments and entities within the Tribe
- Champion initiatives that promote operational excellence, cultural respect, and community well-being.
- Participate in executive team discussions and decision-making to align property and safety initiatives with overall Tribal strategy.

Other Duties as Assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong leadership and strategic planning skills, including experience in developing and implementing capital improvement plans and maintenance sinking funds.
- Broad knowledge of facilities management, law enforcement oversight, emergency preparedness, and safety programs.
- Familiarity with Tribal governance and the principles of Tribal sovereignty.
- Ability to develop and manage complex budgets and capital projects.
- Excellent interpersonal and communication skills with the ability to lead diverse teams.
- Proven ability to collaborate with government agencies and regulatory bodies.
- Ability to maintain confidentiality and exercise sound judgment in sensitive matters.

QUALIFICATIONS

1. Bachelor's degree in public administration, facilities management, criminal justice, or a related field required or equivalent experience; master's degree preferred.
2. Minimum of seven (7) years of progressively responsible leadership experience in facilities, public safety, or related operations.

3. Experience overseeing large facility maintenance planning, budgeting and implementation.
 4. Experience supervising senior-level managers or department heads.
 5. Knowledge of Tribal, federal, and state regulations related to public safety, construction, and emergency management.
 6. Experience working in a Tribal government or government setting preferred.
 7. Valid Oregon driver's license in good standing required.
 8. Must successfully pass a pre-employment drug screen and background check.
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PHYSICAL REQUIREMENTS

- Ability to sit, stand, or walk for extended periods; occasionally lift or move up to 25 pounds.
- Ability to travel frequently to various properties and attend meetings or emergencies outside of normal business hours.
- Work is primarily in an office setting but may include site visits to facilities, construction areas, and outdoor environments.