

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FIREARMS ELIGIBILITY ADMINISTRATOR

POSITION CODE: 15280
Effective: 01-01-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, administers the operations of the statewide Firearm Owners Identification (FOID) program or the Concealed Carry Licensing (CCL) program for the Illinois State Police, which are in place to determine applicants eligibility to acquire, possess or carry concealed firearms and purchase firearm ammunition within the state of Illinois through the issuance of identification cards, permits or other official registration; implements and reviews policies and procedures related to the evaluation and processing of applications and fees, the determination of eligibility and suitability, and identification card production methods; serves as full-line supervisor; serves as liaison for the FOID or CCL programs to administrative staff, other state agencies, law enforcement institutions and the general public; interprets agency policies and procedures regarding fees and applications; develops, implements and evaluates methods to enhance accuracy and efficiency of the respective program; travels as necessary to meet the goals and objectives of the agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs and manages the Illinois State Police Firearm Owners Identification (FOID) or Concealed Carry Licensing (CCL) eligibility program; implements the policies and procedures governing the receipt and processing of applications and fees, applicant eligibility and compliance with statutory and procedural requirements (including investigations of criminal history, verification of identity and background suitability), and the processing and production of identification cards and informational promotional materials and media; plans, develops and reviews methods to enhance operational efficiency and accuracy; recommends appropriate action for any issues of non-compliance.
2. Serves as full-line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.

FIREARMS ELIGIBILITY ADMINISTRATOR (continued)

3. Interprets statutes, regulations and rules which impact the FOID or CCL program, and makes recommendations regarding technical subject matter to administrative staff concerning the drafting of proposed bills, amendments, and resolutions which affect the state and local criminal justice agencies and the general public; determines, directs and evaluates the priorities and methods in use for the program and identifies new methods that may improve the effectiveness or efficiency of the program.
4. Acts as program liaison with other agencies involved in the administration of criminal justice and firearm regulations and institutions that process FOID or CCL fees; serves as departmental representative at conferences and meetings at the local, state and federal level; travels as needed to meet the operational needs of the program; consults with legal staff or other resources to produce accurate written materials or media that may be required to instruct or inform staff or the public.
5. Assists supervisors in the resolution of compliance issues and provides advice and recommendations to supervisors for budgetary planning; prepares and submits budget reports; monitors use of required supplies and equipment.
6. Drafts correspondence regarding FOID or CCL reviews, updates, and revised forms, brochures, and other written materials needed for the FOID or CCL program.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, with coursework in law enforcement, criminal justice, public administration or related field.

Requires three years professional experience in law enforcement, criminal justice or related field.

Requires two years professional supervisory experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of public and business administration, principles and practices.

Requires extensive knowledge of Illinois State Police programs, service objectives and operational policies.

Requires extensive knowledge of staff utilization and employee motivation.

Requires extensive knowledge of labor and employment development.

Requires extensive knowledge of agency policies and procedures.

FIREARMS ELIGIBILITY ADMINISTRATOR (continued)

Requires ability to develop and manage a supportive agency program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Requires ability to develop and maintain cooperative working relationships.

Requires possession of an appropriate valid driver's license and the ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.