

Job Posting

Department: 25 - Probation & Parole
Organization: 254230 - PP Firearm Education and Training Commission
Job Code/Title: 3082500 - Executive Director, Firearm Education and Training Commission

Position Number: 99999999
Announcement Number: 2015-000
County: Dauphin
Work Location: Pennsylvania Board of Probation and Parole
Central Office
1101 South Front Street, Suite 5600
Harrisburg, PA 17104
Type of Job: Non-Civil Service
Union: No Union Representation (Not subject to provisions of a union agreement.)
Bargaining Unit: G3
Seniority Unit: Headquarters
Type Position: Permanent / Full Time
Salary Range: \$58,719 - \$89,213
Pay Schedule / Range: MA / MA09
Posting Length: 16 days
Posting Dates: 2/24/2015 - 3/11/2015
Contact Number: (717)787-5699 ext:1241 or dieline@pa.gov
Information: Work hours for this position are 8:30 a.m.-5:00 p.m., based on operational need.

This is a 37.5 hour work week.

New employees to the Board or current employees not previously fingerprinted during PBPP employment will be fingerprinted during the hiring process.

Description of Duties: The Executive Director is the principle professional and administrative officer of the County Probation and Parole

Officers' Firearm Education and Training Commission and is responsible for the overall management of the Commission's activities and accomplishment of its goals and objectives, and reports directly to the Chairman of the PA Board of Probation and Parole and the Chairman of the FETC.

Directs the operations of the County Probation and Parole Officers' Firearm Education and Training Commission (FETC). Organizes, directs, and evaluates the program activities of the County Probation and Parole Officers' Firearm Education and Training Commission.

Directs the development, coordination, and implementation of firearms training and certification for county probation officers in accordance with the mandates of Act 158.

Develops policies and procedures relevant to the operations and functions of the County Probation and Parole Officers' Firearm Education and Training Commission for Commission approval in conjunction with his/her role as a member of the Commission's policy committee.

Develops and implements policies and procedures for the FETC's Certified Firearms Instructor (CFI) background investigation program. Directs program operation and supervises staff engaged in conducting criminal history investigations of prospective CFI applicants not affiliated with a law enforcement agency.

Reviews proposed legislation for possible impacts on the Commission's operations and administration, provides recommendations to Commissioners for course of action, and develops/implements policies associated with Commission mandates. As needed, provides testimony to various legislative entities regarding the Commission's operations and develops and advocates for proposed legislative changes that will benefit the Commission.

Oversees the Commission's program for designating and managing Certified Firearms Instructors (CFI) and Master Instructors (MI).

Manages the Firearm Commission Training Management System (FCTMS).

Ensures annual county firearms qualifications and re-qualifications are obtained in accordance with Commission mandates.

Supervises the Commission's administrative and professional staff in the administration of various Commission sponsored firearms trainings and in-service continuing education programs, publishing of the Commission's quarterly newsletter, and website maintenance. Ensures a desk manual for the use of various computer applications is created and/or maintained.

Prepares and manages the Commission's operating budget.

Acts as the Commission liaison to federal, state, and local government agencies, and professional associations.

Serves as the Law Enforcement Officers Safety Act (LEOSA) point of contact to federal, state, and local government agencies.

Ensures FETC is compliant with all applicable State and Federal laws.

Consults with departments and agencies of the Commonwealth, its counties, other states, schools, and federal governmental organizations concerning training issues in order to make recommendations to the Commission. This may involve, but is not limited to, the development of cooperative agreements between said entities.

Oversees the scheduling and conduct of Commission and committee meetings to include all administrative and logistical arrangements and preparation of meeting agendas. Makes recommendations on business matters that are presented before the Commission.

Ensures all Commission meetings comply with Sunshine Law requirements and the Commission by-laws.

Prepares and presents various reports in accordance with the requirements of Act 158 of 1994 and Commission directives.

Drafts an annual report of the Commission activities that,

after approval, is submitted to the Governor and General Assembly as required by statute.

Communicates orally and in writing to various local entities, government agencies, professional organizations, the general public, and interest groups in response to requests for information or assistance regarding the Commissions' operations.

Directs the implementation of the training schedule and the administration of Commission agreements with vendors contracted for training presentations.

Utilizes PortalXL to retrieve criminal history record information.

Develops the policy and procedure to conduct and conducts random inspections/audits of approved schools and vendors, county-conducted trainings, county-conducted in-service trainings, and range requalification examinations.

Develops FETC training course(s), including curriculum and range component requirements.

Performs the full range of supervisory duties over subordinate staff.

Employees in this position may participate in the performance of their subordinates' work consistent with operational or organizational requirements.

Schedules and attends required training each fiscal year.

Performs other related duties as assigned.

- Essential Functions:**
1. Directs the administration of FETC training programs.
 2. Prepares and monitors Commission budget funds and resources.
 3. Develops policies and procedures.
 4. Communicates effectively, both orally and in writing.
 5. Supervises subordinate staff.
 6. Evaluates training needs and modifies training curricula.
 7. Safely uses firearms through knowledge, training, and experience.
 8. Provides oversight to criminal history investigations.

9. Directs and monitors the certification of county probation and parole officers.
10. Travels, including overnight as needed.
11. Obtains and maintains CLEAN/JNET Certification.
12. Implements Act 158 of 1994 requirements.
13. Obtains and maintains firearms licensure.
14. Conducts training.

Last Date Job Applications Will Be Accepted: **Wednesday, March 11, 2015**

THIS IS AN ENTRY LEVEL POSITION

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Non-Civil Service Recruitment
- Non-Civil Service Non-Seniority

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: To qualify for consideration, applicants must possess five years of experience in providing firearms training; including two years in a supervisory capacity.

Special Requirements of this position are: This position requires possession of an active certification to conduct firearms training from a nationally recognized organization or equivalent instructors' school.

An employee in this position must be able to obtain within three (3) months of employment and maintain an active CLEAN certification.

2. Be a resident of Pennsylvania.

How to apply - all candidates:

The following materials must be mailed and postmarked on or before **Wednesday, March 11, 2015:**

1. This position is filled through a Non-Civil Service process coordinated through the Bureau of State Employment (BSE). All applications must go through BSE's employment website at www.employment.pa.gov. To apply, click on

the Job Opportunities tab under Non-Civil Service. Scroll to the chart and select the position titled "Executive Director, FETC." If interested, click on "Apply." If you are not currently registered with NEOGOV, you may create an account and apply for this or any other listed category. Registration is free. If you have any questions during the application process, please contact the Bureau of State Employment at 717-787-5703.

The Commonwealth of Pennsylvania is an equal opportunity employer.