

Arkansas Department of Career Education

Career and Technical Education Division

Law Enforcement Support Office (LESO) Program Manager Job Vacancy Announcement

Recruitment Period: Thursday, January 16, 2014, through Thursday, January 30, 2014

Classification Title: ACE Program Advisor Position Number: 22080352 Class Code: E062C

2014 Grade C122 Salary Range: \$41,159 to \$67,287

The Career and Technical Education (CTE) Division is recruiting for an ACE Program Advisor position. The ACE Program Advisor will function as the Law Enforcement Support Office (LESO) Program Manager. This position is assigned to the Workforce Training Section and the Director's Office.

Please read the attached LESO Program Manager functional job description that is attached to this job vacancy announcement for position information and qualification requirements.

Employment Application Processing Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Resumes may be uploaded with the employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121.

Applications will be subject to inspection under the Arkansas Freedom of Information Act. **Applications and resumes must be posted on the Arkansas State jobs website by 11:59 p.m., Thursday, January 30, 2014.**

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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Functional Job Description: Law Enforcement Support Office (LESO) Program Manager

Classification Title: ACE Program Advisor Class Code: E062C Grade: C122

Position Summary

The ACE Program Advisor will function as the Law Enforcement Support Office (LESO) Program Manager. The LESO Program Manager is not a law enforcement officer. The LESO Program Manager will perform business management functions.

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in education, business administration, a field directly related to the assigned program area, or a related field; plus four years of experience in the field of education or a related field. Two to four years of business management education or experience.

The LESO Program Manager must demonstrate initiative as a self-starter, be analytically astute, exercise good judgment, and highly motivated to competently achieve performance expectations with minimal supervision. A high level of integrity is essential to be successful as a LESO Program Manager. The candidate must be able to effectively communicate orally and in writing. Public presentation experience is needed. Management and organizational skills are required with attention to detail.

Knowledge of Microsoft Word, Excel, PowerPoint etc. Ability to learn new computer programs, software, etc. Ability to train in person or via teleconference, or other remote means.

Knowledge of Teaching/Training Fundamentals (Research and Presentation of Material to a wide range of audience members). Knowledge of basic operating procedures of local, state, and national law enforcement agencies. Knowledge of basic financial principles, i.e. invoicing, debts and balance due, percentages etc.

Knowledge of inventory management to include certification and auditing procedures. Knowledge of National Act Bureau of Alcohol, Tobacco, Firearms and Explosives procedures in reference to automatic weapons. Knowledge of Freedom of Information Act (FOIA) requests and timeliness of response. Knowledge of Title 10 USC, Sections 2576a which covers the donation of excess military equipment to law enforcement agencies.

Excellent verbal and written communication skills. To include the writing of compliance reviews, checklists etc.

Ability to develop and maintain tracking methods in reference to inventory requisitioned, shipped and received.

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Irregular work hours may be needed. Travel to Arkansas counties is required, which may include some overnight and occasional out-of-state travel. The candidate must have a valid Arkansas driver's license and proof of liability insurance. A traffic violations report will be requested, and a criminal background check will be conducted for the candidate who is recommended for hire.

Job Duties and Responsibilities

Receive applications for participation in this program from its law enforcement activities and validate with signature, their law enforcement mission prior to forwarding to the LESO for approval as an authorized LEA. Once the approval process is completed and the agency is loaded in the DRMS automated requisitioning system, provide enrolled LEAs with their LEA ID number so they may request materials on-line.

Forward requests to the LESO for excess property that is necessary to meet requirements for LEA efforts. Assure the recipient LEA is identified on all requisitions.

Be responsible for the transfer of property to qualified LEAs.

Must be available at all times to respond to accidents, incidents or malpractice of procedures involving sensitive equipment, i.e. weapons, tactical vehicles, etc. anywhere in the state.

Assure the LEAs agree to maintain, at no expense to the U. S. Government, adequate liability and property damage insurance coverage and workmen's compensation insurance to cover any claims.

Control and maintain accurate records on all property obtained under this program. These records must provide an "audit trail" for individual items of property from receipt to disposal, transfer or turn-in. These documents include but are not limited to the following: DRMS Form 103 with all justifications or printouts of automated requests, DD Form 1348 (receipt and turn-in), all disposal and transfer paperwork, approved ATF Form 10s, ATF Form 5 (Weapons Transfer), Certificate of Aircraft Registration AC Form 8050-3), Aircraft Registration Application (AC Form 8050-1) and any pertinent paperwork through the LESO.

The records maintained must also satisfy any and all pertinent requirements under its applicable State statutes and regulations for the program and property.

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Enter into agreements with LEAs to assure they fully comply with the terms, conditions and limitations applicable to property transferred pursuant to this program.

Allow a maximum of four (4) screeners, full-time and/or part-time, sworn and/or non-sworn officers, per LEA performing this duty. The screeners must be named in a "letter of authorization/datasheet" provided to the LESO, to be updated as changes occur, or whenever LESO requests an update. A weapons point of contact (POC) full-time officer must be included on the "Letter of Authorization/Application for Participation" for any LEAs that have received or are requesting weapons. NOTE: A maximum of two (2) of the authorized screeners may physically screen at any DRMO at one time.

Assure that all environmentally regulated property is handled, stored and disposed of in accordance with applicable Federal, State and local environmental laws and regulations.

Assure that all weapons are registered with the U. S. Department of Justice, Bureau of Alcohol, Tobacco, Firearms and Explosives. See the Definitions section of the ATFE Form 10 for instructions, <http://www.atf.gov/forms/pdfs/f532010.pdf> . The State and each LEA must comply with all applicable firearm laws and regulations.

Report all stolen or unaccounted for weapons to DLA, LESO not later than twenty four (24) hours after it is discovered. The State Coordinator must provide a weapon POC on all LEA Application for Participation. All weapons transfers between LEAs must be approved by the LESO before it is completed. Maintain a copy of the ATFE Form 10 for all weapons issued to State/LEA.

Identify to LESO each request that will be used in counter-drug or counter-terrorism activities.

Ensure LEAs are aware of their responsibilities in accordance with the Single Audit Act of 1984, as amended (31 U.S.C. 7501-7). Assist LEAs by providing information as required, for audit submission. Assist LEAs by identifying which [property oversight agency the audit information must be submitted to.

Review and update the State Plan of Operation annually (calendar year) or when the Governor or the Governor appointed State Coordinator changes. Forward a revised copy to LESO. If there are no changes to the State Plan of Operation the State

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Coordinator will send a signed letter or e-mail to the LESO indicating the plan has been reviewed and no changes were necessary.

Ensure all LEAs enrolled in the State 1033 Program maintain a current copy of the State Plan of Operation and Memorandum of Understanding (MOU).

Conduct periodic Compliance Reviews of each LEA enrolled in the program, to include physical inventory spot checks of property received and any related records. Additionally, ensure LEAs are in compliance with applicable State Plan of Operation and Memorandum of Agreement. These reviews must be documented and maintained by the State Coordinator for future LESO compliance reviews.

Obtain reconciliation reports from the LESO website and conduct monthly reconciliations on all items received and annual reconciliations for high dollar items (items valued over \$20,000) and/or High Awareness (Demilitarization required, MLI, CCLI, or FSCAP) property between the State/LEA and LESO.

Ensure serial/tail numbers are provided to LESO on items such as Peacekeepers/Armored Personnel Carriers (APCs), Aircraft, Watercraft, and Weapons.

This position may perform other duties as assigned, which relate to the mission and goals of the Law Enforcement Support Office, and the Arkansas Department of Career Education, with or without reasonable accommodations.