

Job Descriptions and Classifications

Special Teams Manager



Section: Law Enforcement Services
Reports to: Chief of Staff
Supervises: Special Teams, Assistant Special Teams
Manager and Special Teams Technology Coordinator
FLSA Status: Exempt

Job Summary

The Special Teams Manager provides supervision, validation, organization, developmental and administrative support for the ILEAS Special Response Teams (SRT), Mobile Field Force Teams (MFF), and Explosive Ordinance Disposal (EOD) Teams. The Manager will provide similar services for teams presently under development or planned for future expansion. Additionally, the Special Teams Manager will often function as a grant administrator, controlling allocation of funds from numerous sources to assist initiation, equipping, training and maintenance of special teams.

The ideal candidate will be adept at multi-tasking, with attention to a wide variety of duties including applications of special weapons and tactics, modern methods of civil disturbance intervention, fiscal controls, both tactical and strategic planning, and grant management. A strong leadership ability is necessary for developing, coaching and supporting law enforcement officers and supervisors who come together from agencies across the State of Illinois.

Job Duties

Direction/Control

- Principal controller of Special Response Teams, Mobile Field Forces, Explosive Ordinance Disposal (EOD) Teams and other special teams to be developed: Meet regularly with Special Teams, coordinate communication, ensure Special Team equipment is proper and functional, ensure Special Team members are properly trained and capable of performing at an accepted level.
- Manage Team Validation Exercises. Oversee the design and actual operation of validation exercises. The Special Teams Manager has authority to determine validation achievements.
- Supervises Assistant Special Teams Managers and Special Teams Technology Coordinator.
- Oversee expenditures and performance of vendors and contractors who provide equipment and training for special teams. Responsible for accurate accounting of expenditures.
- Direct ILEAS programs as assigned

Strategic Development

- Liaison with law enforcement specialists at ILEAS member agencies
- Provide strategic (long term) planning for development and maintenance of special teams

Intrastate Cooperation/Coordination

- Assist Member Law Enforcement Agencies as needed
- Support and coordination of ILEAS Field Operations and Staff

Administration: General Support of ITC Operations:

- Wear ID while present at the ITC
- Answer telephone calls
- Provide directions within the ITC
- Arm or disarm alarm system when appropriate

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- Assist with planning and administration of the ILEAS Annual Conference
- Submit a summary report of activities on a monthly basis.

Grant Administration

- Maintain accurate documents regarding expenditures made or anticipated from all grants used to support Special Teams functions
- Develop and maintain a strategic plan and annual budget for grants related to Special Teams
- Work within the ILEAS Finance group to ensure grants are administered properly and meet all federal and state regulations and policies.
- Include in the monthly summary report a section that describes expenditures, anticipated expenditures and the services and/or products related to those expenditures.

Job Specifications

Law Enforcement Management

The Special Teams Manager must possess extensive knowledge of incident management principles, special tactics and weapons, law enforcement response to civil disturbances, riot control methods and law enforcement operations. The ideal candidate will have served a long and successful career in a law enforcement position(s) within the state of Illinois, and will have participated at various levels in special teams functions and operations.

Leadership

The ideal candidate will have demonstrated his or her leadership abilities for many years in law enforcement positions prior to becoming the Special Teams Manager. Strong leadership skills are necessary for development of operational capabilities of special teams.

Strategic Development

The Special Teams Manager must have a clear vision of what is needed and possible for future development of Illinois law enforcement special teams, and must be capable of using a wide variety of skills to convince others to accept that vision and provide needed funds.

Administration & Management Capabilities

- Excellent verbal and written communications skill
- Capable of developing and controlling budgets
- Able to effectively plan, schedule and lead a wide variety of activities
- Able to exercise effective operational command of exercises and operations
- Available to assist with ITC operations and Annual Conference functions

Experience

- 10 years or more of progressively responsible service in an Illinois law enforcement agency with at least 5 years' experience in a command position, such as Deputy Chief, Captain, Commander Lieutenant or similar rank. Law enforcement experience in other states or significant supervisory experience with Law Enforcement Special Operations Teams may be accepted if all requirements of the position are met.
- Experienced in grant application, oversight and in meeting grant reporting requirements
- Broad experience in emergency preparedness planning and operations
- Strong working knowledge of law enforcement mutual aid systems in Illinois

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Education

A Bachelor's Degree in Law Enforcement Administration, Public Administration or related field is required. Any combination of education, knowledge and experience that meet all requirements of the position may be accepted

General Information

Work Environment

- The setting will involve office, conference rooms, outdoor and indoor locations for special team exercises and travel to various locations across Illinois. Opportunities for lifting of heavy objects may occur but should be completely avoided if any lifting limitations are present

Limitations

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position