

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FIREARMS**

JOB TITLE: Assistant Bureau Director (Sworn)

STATEMENT OF DUTIES: Under the direction of the Bureau of Firearms (BOF) Director, the Assistant Director (AD) is responsible for executive oversight of the BOF Enforcement Branch. The AD responsibilities include directing operational activities, planning, formulating and presenting policy recommendations; advocating legislative solutions; and implementing new systems and programs for Department of Justice firearms-related activities. In addition, the AD is responsible for the activities of six (6) statewide Regional Offices and direct oversight of field enforcement operations involving armed prohibited persons, dangerous weapons, gun shows, and task force operations, as well as program operations including Dangerous Weapons Permits, Roster and Lab Certification, and Armed and Prohibited Persons Unit. The AD sets goals and objectives; enforces Bureau policy and procedures; ensures compliance with all legal mandates and Department rules and regulations. The AD ensures program and fiscal integrity and compliance with the stated mission of the Bureau of Firearms; meets budget, legislative, and Department mandates; and ensures a safe and harassment-free work environment. In addition, the AD represents the Bureau of operational and policy issues before the legislature, governmental agencies, top law enforcement administrators, representatives from the firearms industry, and the public. The AD may be required to work irregular hours, and additional duty hours, including weekends and holidays. Frequent statewide travel will be required.

SUPERVISION RECEIVED: Directly supervised by the Bureau Director.

SUPERVISION EXERCISED: The Assistant Bureau Director will directly supervise two (2) Special Agents in Charge and provide overall management to subordinate staff.

TYPICAL WORKING CONDITIONS: Enclosed windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS

- 30% The Assistant Bureau Director plans, organizes, directs and administers the work of two (2) Special Agents in Charge and provides management oversight to subordinate staff involved with firearms investigations; represents the Bureau and the Department regarding operational and policy issues before the Legislature, law enforcement, and the interest groups at the state, local and national level. These duties require an in-depth knowledge and interpretation of: (1) legal restrictions and implications relating to firearms-related activities; (2) technology information systems utilized by the Bureau for firearms-related eligibility reviews and operational activities; (3) firearms-related law enforcement operations and training at the local, state and national levels; (4) legislative, budget, personnel, labor relations, contracting, and grant development process, and (5) policies of the Bureau and Department.

- 20% The Assistant Bureau Director is responsible for the activities of (6) Regional Offices and oversees all field enforcement operations involving armed prohibited persons, dangerous weapons, guns shows, and task force and program operations. Plans, organizes, directs and evaluates the operational needs of the Firearms enforcement section and makes recommendations as to manpower, project priority, equipment and budgetary needs. Plans, develops, and implements comprehensive policies and procedures relating to the operation of the Firearms enforcement

section. Ensures that fiscal and program integrity is maintained, and coordinates intelligence exchange with state, federal, local, and multi-jurisdictional agencies.

- 15% Represents the Bureau before the Legislature, governmental agencies, and public and private organizations regarding Department firearms-related activities impacting all California law enforcement agencies and many regulatory and private entities on issues regarding: (1) enhancements, improvements or deficiencies of existing services and information technology systems; (2) establishment of new policies, regulation and protocols relative to issues related to firearms programmatic operations and information technologies; and (3) impact of Bureau/Department policies and procedures upon law enforcement, firearms industry entities and the public.
- 15% Plans and directs the implementation of Department firearms-related new programs and information systems resulting from legislative actions, budget change proposals, grants, and regulations; consults with other executive staff members regarding the impact of current and proposed policies as they affect Bureau operations.
- 10% Oversees the policy development for Bureau programs; plans and directs the implementation of action steps; identifies organizational accountability; coordinates the design of Bureau operational procedures and information systems; in concert with the Bureau assigned Deputies Attorney General, ensures that program policies are implemented consistent with legal mandates and departmental guidelines.
- 10% Serves as an active member of the Bureau's Executive Team and participates in management planning sessions. Ensures compliance of laws, rules, special orders, memoranda, and policies by the Special Agents in Charge, Special Agent Supervisors, Special Agents, professional and support staff.

*I have read and understand the essential functions and typical physical demands required of this job (please check **one** of the boxes below regarding a Reasonable Accommodation):*

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date