

**Employment Opportunity**  
Puerto Rico/US Virgin Islands  
High Intensity Drug Trafficking Area (HIDTA)

**Closing Date: September 15, 2019**  
(Late applications will not be accepted)

**Vacancy: DEPUTY DIRECTOR**

The HIDTA Deputy Director will be employed through a yearly contract with the Monroe County Sheriff's Office (MCSO) in Key West, Florida and reports directly to the HIDTA Director and the Puerto Rico/USVI HIDTA Executive Board (EB). The candidate will not be an employee of MCSO nor will he or she represent MCSO. The position is contingent on an annually renewable federal grant from the White House Office of National Drug Control Policy (ONDCP), and on satisfactory performance. The successful candidate must reside in the District of St. Thomas/St. John/Water Island, U. S. Virgin Islands (USVI) and/or agree to relocate to the District. The successful candidate shall also possess a working knowledge of the social/economic and criminal justice issues confronting the USVI.

**Overview of Position:**

The HIDTA Deputy Director is responsible for assisting the Director in the successful implementation of the Executive Board's strategy and policies. The HIDTA Director's principal responsibilities, with which the Deputy Director assists, include, but are not limited to:

- provide day-to-day administrative, financial, and program management for the HIDTA;
- facilitate and encourage the development of innovative approaches to drug law enforcement;
- determine whether HIDTA initiatives follow HIDTA program requirements;
- advise the EB concerning the performance of HIDTA initiatives.

**Position Summary:**

The Deputy Director guides and assists USVI initiative supervisors in the preparation of their annual initiative descriptions and budget proposals and advises those regarding HIDTA policies and procedures. The Deputy Director monitors the performance of the initiatives for compliance with ONDCP and EB policy, adherence to the strategic goals of the HIDTA, preparing periodic reports and briefings for the EB.

The Deputy Director works closely with other managerial staff in proposing, developing and implementing day-to-day and special projects for the Director. The Deputy Director may represent the PR/USVI HIDTA Director on national or local committees related to the HIDTA Program, and may represent the Director at local, regional or national

meetings related to HIDTA functions and operations. He or she acts as Director in the Director's absence. Frequent travel is required.

**Law Enforcement Duties:** None

**Main Duties:**

- Advises the Director and EB in matters involving strategic planning, policy and performance indicators
- Serves as a support to the USVI EB members in collaborative efforts, ensures they are aware of issues with the HIDTA program and coordinates their HIDTA related travel
- Primary editor of the Annual Report, Strategy, Threat Assessment and other documents as required
- Guides and assists initiative supervisors in the preparation of their annual initiative description and budget proposals
- Determines initiatives performance measures in accordance with ONDCP mandates
- Develops evaluation criteria, conducts annual initiative reviews and prepares written reports and briefings for the EB
- Responsible for ensuring all USVI HIDTA facilities and equipment assigned to HIDTA USVI initiatives are kept in optimum conditions
- Helps to procure equipment as needed (inventory is not a DD responsibility)
- Represents the HIDTA and/or the Director in local, regional or national forums
- Develops and maintains procedures for tracking performance of initiatives and Financial/Fiscal integrity
- Participates as ex-officio member (advisory capacity) in committees as designated by the HIDTA Executive Board

**Knowledge, Skills and Abilities (as a minimum):**

- Proven ability and experience in a multi-agency law enforcement environment involving federal, state and local authorities
- Proven ability to interact with multiple state, local and federal and an Executive Board of Directors composed of head of agencies
- Ability to communicate effectively to gain consensus among people with differing viewpoints
- Exceptional writing and public speaking skills to include briefings of officials at all levels, including cabinet members and legislators
- High degree of creativity and initiative requiring minimal supervision and guidance
- Exceptional analytical skills and sound judgment
- Working knowledge of Microsoft Office Suite, especially Word, Excel and PowerPoint, responsible for typing all documents originating/created by Deputy Director

- Basic familiarity with networking and computer security
- Ability to work with minimal supervision
- Good interpersonal and negotiation skills

**Education/Experience:**

- Possess a minimum of a bachelor's degree from an accredited college or university
- Possess a minimum of five (5) years experience in the criminal justice system, preferably with a substantial background in administration
- Skilled in interpersonal and negotiation skills
- Proven ability to communicate effectively in written and oral form
- Extensive experience in budget preparation and familiarity with standard accounting practices
- Proven ability to plan and prepare extensive reports and documents

**Other Requirements:**

- Must obtain and retain a national security clearance appropriate for the Deputy Director's anticipated duties, including criminal records and credit checks
- Must be a citizen of the United States of America
- Must possess a valid driver's license
- Ability to communicate in Spanish would be considered as a plus
- Must be able to provide two professional and one personal reference

**Compensation:**

- Base annual salary commencing at a GS-14 (Step 1) plus applicable COLA
- Fringe benefits (starting at 10%)
- Vehicle for professional use will be provided

**Relocation Expenses:**

- Relocation expenses and housing allowance are not available

**How to Apply: Applications must be received before or on August 31, 2019**

Please submit resume along with professional and personal references with full names and phone numbers via email to: [info@prvihidta.org](mailto:info@prvihidta.org)

The Monroe County Sheriff's Office and PR/USVI HIDTA are firmly committed to equal employment opportunity and do not discriminate in any employment-related decisions based on political affiliations, race, color, creed, religion, national origin, sex, age, disability or marital status. Veteran's preference is available. DD-214 must be supplied with application if veteran's preference is desired.