

Arizona High Intensity Drug Trafficking Area (HIDTA) Program Deputy Director

The Arizona HIDTA is seeking qualified candidates for the position of Deputy Director, which reports through the Arizona HIDTA Executive Director to the Executive Board. This is a contract position located in Phoenix or Tucson, Arizona.

Position Summary: As directed by the Arizona HIDTA Executive Director and Executive Board, the Deputy Director will support program priorities and objectives for the Arizona HIDTA based on overall policy and guidelines furnished by the Office of National Drug Control Policy (ONDCP) and the Arizona HIDTA Executive Board. The Deputy Director will also assist the Executive Director in providing operational oversight and ensuring compliance with Arizona HIDTA priorities and objectives.

Essential Functions (not intended to be all inclusive):

- Serve as liaison with Arizona HIDTA Initiatives, participating agencies, and other law enforcement to help strengthen partnerships, enhance communication, and promote regional cooperation among law enforcement agencies.
- Develop and maintain an effective working relationship with the Initiative Commanders, Executive Director, members of the Executive Board, fiduciaries, other HIDTAs, and ONDCP.
- Prepare and present executive level briefings to the Executive Board and other law enforcement agencies.
- Monitor approved performance measures, goals, objectives, and priorities of Initiatives in accordance with ONDCP and the Arizona HIDTA strategic plan with guidance from the Executive Director;
- Monitor, coordinate, and review administrative policies, publications, and annual reporting requirements to provide timely services and support to the Arizona HIDTA Initiatives, Executive Director, Executive Board, and fiduciaries.
- Assist Executive Director in evaluating Initiatives, including on-site reviews to provide guidance and help ensure compliance with programs and policies.
- Support Initiative budgeting needs by conducting needs assessments, preparing supplemental funding requests, and participating in budget and grant formulation.
- Develop and maintain a working knowledge of the ONDCP/HIDTA Performance Management Process.
- Review and recommend modifications to Initiatives and improvements to programs, policies, forms, or administrative procedures.
- Disseminate policy and procedural information to Arizona HIDTA Initiatives and other law enforcement agencies.
- Respond to ONDCP and national HIDTA requests for activity/statistical information as directed by the Executive Director.
- Participate in working groups and/or planning forums to conduct special studies, research, and formulate policy development.
- Oversee other projects as directed by the Arizona HIDTA Executive Director or Executive Board.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to build and maintain relationships among partners and stakeholders, despite organizational differences and/or challenges.
- Ability to lead and work in a team environment, identify problems, propose solutions, and manage multiple tasks simultaneously.
- Experience with state and federal statutes, laws, and regulations applicable to ONDCP or HIDTA program administration.
- Grant program applications and administration in a multi-jurisdictional operating environment.
- Training methods and principles.
- Exceptional writing skills with the ability to prepare, review, and edit complex documents.
- Working knowledge of computer security, cybersecurity, and information technology services.
- Exercise sound judgment in safeguarding confidential or sensitive information.
- Independently perform detailed administrative assignments of a difficult nature with a high degree of accuracy.
- Evaluate programs and services, identify problems, analyze alternatives, and make recommendations.
- Accurately interpret policies and procedures to provide and clarify information.
- Organize, prioritize, and perform multiple tasks.
- Work within stringent deadlines to complete projects and assignments.
- Develop feasible short- and long-range plans and goals to project and develop programs and projects, which include resource management and budget execution.
- Establish and maintain effective working relationships.
- Effectively communicate orally and in writing with all levels.
- Exceptional communication and public speaking skills to include briefings of officials at all levels.
- Working knowledge of Microsoft Office Suite, especially Word, Excel, and PowerPoint.

ADDITIONAL REQUIREMENTS: Extensive travel required to perform certain work functions. May be required to work extended or irregular hours to fulfill contract requirements.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in a related field or equivalent experience.
- United States citizen with managerial experience with a minimum of ten years experience in a criminal justice system agency, preferably with five years of significant management responsibility.
- Knowledge of drug related crimes from investigation through prosecution.
- Familiarity with national and regional intelligence organizations, sources, and procedures.
- Exceptional interpersonal and negotiation skills.
- Budget experience and knowledge of accounting practices.
- Basic computer skills and the ability to plan, write, and prepare extensive reports and documents.
- Applicants must also meet all the requirements to obtain a Top-Secret Security Clearance prior to final acceptance.

APPOINTMENT: This position is Federally funded, but the selected candidate will not be considered a Federal, state, local, or tribal agency employee for employment purposes. The Deputy Director will report to the Executive Director and Executive Board and will serve at the will of the Board by virtue of a renewable contract based on performance and the availability of continued funding. The Deputy Director will be required to comply with all requirements established by the Arizona HIDTA Director, Executive Board, and ONDCP.

The negotiated contract will include compensation within the stated salary range. The position can be based in Phoenix or Tucson. No moving-related expenses will be incurred by Arizona HIDTA.

COMPENSATION: The Deputy Director is a contract position renewable based upon performance and program continuation. The salary ranges from GS-14 Step 1 to Step 5.

APPLICATION PROCESS: Submit a resume of qualifications, example of written work product, and three references with contact information to director@azhidta.org.

APPLICATION DEADLINE: Applications must be submitted by Monday, April 22, 2024. Applicants will be screened and only the most qualified candidates will be interviewed.