

Arizona High Intensity Drug Trafficking Area (HIDTA) Program
Manager, Arizona HIDTA Investigative Support Center

The Arizona HIDTA Executive Board is seeking qualified candidates for the position of Manager, Arizona HIDTA Investigative Support Center (ISC), which reports through the Arizona HIDTA Executive Director to the Executive Board.

Position Summary:

This position receives general guidance from the Executive Board and works under the direct supervision of the Executive Director. The Executive Director provides policy guidance and reviews the overall program for accomplishments and contributions to the Arizona HIDTA mission. The ISC Manager establishes intelligence 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 ISC Manager also provides administrative oversight to the investigative support program, ensuring compliance with Arizona HIDTA priorities and objectives. Program activities are conducted to ensure support for investigations of all echelons of drug traffickers and/or drug money launderers and/or drug related violent crime. Support to interregional and international investigations is a high priority.

Essential Functions (not intended to be all inclusive):

- Under the direction of the Executive Board and Executive Director, provides expert guidance and assistance in planning, directing, and coordinating overall Arizona HIDTA investigative support programs, employing extensive specialized training, experience, and knowledge in the field of criminal investigation and an expert knowledge of intelligence systems, dissemination, and techniques. Facilitates timely and efficient sharing of strategic and operational drug and criminal intelligence.
- Evaluates and analyzes the Arizona ISC's progress toward meeting identified objectives and establishes guidelines, priorities, and management systems for the day-to-day administration and operations of the ISC.
- Ensures an efficient and effective Arizona ISC operation; develops policies and procedures as they relate to supporting investigations, case deconfliction, and sharing intelligence; and identifies and recommends changes to ISC procedures and policies.
- Develops and negotiates memoranda of understanding where necessary with partner law enforcement agencies governing personnel and the use and exchange of criminal investigative information.
- Provides operational oversight to HIDTA event and case deconfliction systems, ensuring continual reliable service, and promotes full participation by law enforcement agencies.
- Assists in the development of the annual Arizona HIDTA Threat Assessment.
- Ensures compliance with ONDCP Program Policy and Budget Guidance and Arizona HIDTA policies as they relate to intelligence and information sharing activities.
- Ensures that ISC priorities and objectives are clearly identified, realistic, and consistent with other Arizona HIDTA programs and initiatives.
- Serves as primary liaison with international, national, and regional intelligence organizations, other HIDTAs, ONDCP, and law enforcement agencies.

- Works with Federal, state, local, and tribal law enforcement agencies to help develop mutually beneficial law enforcement investigative support and intelligence programs.
- Ensures that the Arizona HIDTA ISC provides optimal service to the Arizona HIDTA participating agencies; identifies funding needs to the Executive Director; and recommends reprogramming of funds where needed.
- Negotiates with software/hardware vendors and oversees software/hardware vendor contracts in compliance with Arizona HIDTA fiduciary requirements to acquire goods and services.
- Provides management and oversight of the ISC budget and the preparation of budget plans.
- Analyzes regional programs to identify deficiencies, critical problems, progress toward objectives, the need for revision of programs, and methods of operation.
- Develops/oversees implementation of standard operating procedures to ensure timely and effective intelligence products.
- Develops and maintains system or procedures for tracking various statistics needed by the Arizona HIDTA and/or participating Arizona HIDTA agencies.
- Coordinates and ensures appropriate analytical training for HIDTA personnel and participating agencies.
- Maintains an effective system to ensure accountability for successful execution of the goals and objectives of the Arizona HIDTA ISC and the Executive Board.
- Provides the leadership and direction that encourages a collaborative and cohesive working environment within the ISC.
- Displays a comprehensive understanding of the issues related to maintaining the highest standards of integrity and utmost need for confidentiality that are central to the work of the ISC.
- Ensures awareness of and compliance with all laws, policies, and standards relating to the systems and confidential sources of information accessed by the ISC.
- Evaluates and brings forward recommendations to the Executive Director regarding the technologies needed to provide the comprehensive development of case support, as well as administrative duties, including those associated with management of the Arizona HIDTA to include budgetary considerations.

Knowledge, Skills, and Abilities:

- Must meet all the requirements to obtain a Top Secret Security Clearance.
- Possess exceptional writing and public speaking skills.
- Must be able to work effectively in an interagency environment with Federal, state, local, and tribal law enforcement.
- Possess a high degree of creativity and initiative to develop realistic strategies to identify and correct program deficiencies, improve methods of operation, progress towards objectives, and achieve desired results.

- Exercise sound judgment to carry out activities independently within the guidelines.
- Extensive experience in law enforcement.
- Possess a working knowledge of investigative techniques, investigative support, and intelligence architecture systems at the Federal, state, local, and tribal levels.
- Possess a working knowledge of device and cellular telephone extraction, extraction files, pen register, ping order, call detail record, and wire intercept exploitation.

Education/Experience:

- Bachelor’s degree in a related field or equivalent experience.
- Minimum ten years of experience in a Federal, state, local, or tribal law enforcement agency, with significant experience in the area of drug or drug money laundering offenses, preferably with a management focus.
- Minimum of five years of supervisory experience, with preference given to those with experience in a management/leadership level position.
- Minimum five years of experience of having direct interaction with law enforcement investigative task forces and intelligence units and programs.
- Experience in developing and managing complex multi-agency programs, including their evaluation.
- Ability to plan, write, prepare, and present extensive reports and documents.
- Budget experience.
- Excellent computer skills.

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 ISC Manager will report to the Executive Director and will serve by virtue of a renewable contract based on performance and the availability of continued funding.

The negotiated employment contract will include a salary within the stated salary range. The position can be based in Phoenix or Tucson, requiring weekly onsite management at both Arizona HIDTA ISC facilities.

Compensation:

The ISC Manager is a contract position renewable yearly based upon performance and program continuation. The salary ranges from GS-13 Step 1 to Step 5.

Application Process:

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

Application Deadline:

Applications must be submitted by close of business on Friday, May 24, 2024. Applicants will be screened and only the most qualified candidates will be interviewed.