



Gulf Coast

High Intensity Drug Trafficking Area

3838 N. Causeway Blvd · Suite 1900 · Metairie, Louisiana 70002 · Phone (504) 840-1400 · Fax (504) 840-1406

Employment Opportunity

Deputy Director
Gulf Coast High Intensity Drug Trafficking Area
\$108,885 salary/\$32,665 benefit package

Closing Date: November 5, 2021

Position Announcement

The Gulf Coast HIDTA (GC HIDTA) is a drug enforcement grant program operating under the auspices of the White House Office of National Drug Control Policy (ONDCP). The GC HIDTA encompasses designated counties/parishes across the six states of Alabama, Arkansas, Florida, Louisiana, Mississippi, and Tennessee. The GC HIDTA operates under the direction of an Executive Board. The Executive Board selects the Executive Director. The Executive Director implements policies and program guidance as directed by the Executive Board and the ONDCP National HIDTA Program Office. The Gulf Coast HIDTA Director selects a Deputy Director from a best-qualified list determined by the Executive Board. The person selected will become a contractor of the Jefferson Parish Sheriff's Office. It is GC HIDTA Executive Board policy that the Deputy Director must possess a federal criminal justice system background to compliment the Director designee's state/local background.

Applicants will be required to submit a resume. Applicants may be required to travel to the GC HIDTA at their own expense for an interview.

Position Summary

The Deputy Director works under the supervision and guidance of the GC HIDTA Director. The position directly supports the Director in performing duties of administration and management of the program. The Deputy Director also serves as the Intelligence Coordinator who oversees the intelligence program priorities and objectives. The Deputy Director actively participates in the submission process of required reports, initiatives and budgets to the National HIDTA Program Office. The Deputy Director is a key component of the GC HIDTA's internal review process which requires him or her to regularly travel throughout the six-state area. He/she may be called upon from time-to-time to represent the Director and/or Executive Board at meetings and functions. As a member of the Management and Coordination Initiative, the position is service oriented toward assisting members of the Executive Board, the Intelligence Support Center

(ISC), participating agency heads, initiative supervisors and participants to successfully meet program goals and objectives.

Deputy Director Duties:

- Participates in the Annual Budget Request (ABR) submission to ONDCP.
- Provides administrative and programmatic guidance to participating agencies in the formulation of proposed and renewal initiatives and corresponding budget requests.
- Prepares reports, memos and other documents as required by standing committees and the HIDTA Director in fulfillment of the Management and Coordination Initiatives' mission and expected outputs.
- Prepares a draft of the Management and Coordination Initiative Description and Budget Proposal in close coordination with other staff members.
- Ensures funded initiatives are accurate and timely in reporting expected outputs into the GC HIDTA quarterly reporting system.
- Works closely with the GC HIDTA Fiscal Officer to ensure agencies with open Cooperative Agreements follow ONDCP and GC HIDTA Executive Board program guidance and policies.
- Serves as a liaison for HIDTA initiatives, area law enforcement agencies, public and private sector organizations and vendors interacting with HIDTA participants.
- Works closely with the Network Manager to determine requirements for automation and technology needs of the HIDTA.
- Chairs meetings to foster the sharing of information, technology and support among area criminal justice agencies.

Intelligence Coordinator Duties:

- Ensure compliance with ONDCP Program Guidance and GC HIDTA policies as they relate to intelligence sub-system activities.
- Oversee the development of the annual GC HIDTA Threat Assessment.
- Provide oversight/coordination in the annual preparation of intelligence initiatives and budget proposals. Ensures that intelligence priorities and objectives are clearly identified, realistic, and consistent with other GC HIDTA programs and initiatives.
- Serve as primary intelligence liaison with international, national, and regional intelligence organizations, other HIDTAs, ONDCP and law enforcement agencies.
- Develop methodologies to maximize intelligence sharing among law enforcement agencies in the GC HIDTA. Works with federal, state and local law enforcement agencies when requested, to help develop mutually beneficial law enforcement intelligence programs.
- Ensure that the GC HIDTA intelligence function provides optimal service to GC HIDTA participating agencies. Identifies funding needs to the Director, GC HIDTA, and recommends reprogramming of funds where needed.

- Periodically reports to the GC HIDTA Director as well as the GC HIDTA Executive Board regarding activities of the Intelligence Sub-System.
- Serve as the Gulf Coast HIDTA coordinator and principle point of contact for ONDCP Treatment/Prevention Program. Responsible for developing and maintaining productive relationship(s) with Public Health, ONDCP Drug Free Coalitions (DFC) and other community-based officials across six GC HIDTA states.
- Fulfill responsibilities as the Gulf Coast HIDTA representative on the Louisiana Governors Drug Policy Board.
- Provide oversight/coordination of the Investigation Support Network (ISN). Ensures ONDCP Policy Guidance requirements are met. Ensure automation and technology resource requirements are met. Ensure Quarterly Report System (QRS) data collection requirements are met along with Performance Management Program (PMP) obligations. In coordination with ISN Manager, develop and maintain Standard Operation Procedures (SOP).
- Provide oversight/coordination of Blue Lightning Operations Center (BLOC). Closely coordinate center operations with Homeland Security Investigations (HSI) BLOC Director. Ensure effective and efficient utilization of GC HIDTA funded Specialists and Analysts. Represent GC HIDTA in matters pertaining to the nationwide Domestic Highway Enforcement (DHE) Program.
- Provide daily oversight/guidance of Overdose Response Strategy (ORS) Public Safety Analysts/Public Health Analysts representing Alabama, Arkansas, Florida, Louisiana, Mississippi, and Tennessee. Ensure program Action Plan goals are met in conjunction with GC HIDTA Strategic Intelligence Program requirements. Maintain close working relationship(s) with the Center for Disease Control Foundation (CDCF) senior staff. Periodically meet with CDCF staff to evaluate and assess program progress.
- Coordinate budget/funding of GC HIDTA funded linguists assigned to the Regional Title III Intercept Facility. Ensure maximum efficiency and utilization of contract monitors.
- Serve as GC HIDTA coordinator for security clearances. Coordinate clearance nominations with Department of Homeland Security (DHS) Security Management Branch. Enter and track requests as well as manage clearance budget through Clearance Management Systems (CMS). Maintain awareness of current individual clearance status and ensure expired clearances are purged in a timely manner.
- Oversee the operation of the GC HIDTA event/target deconfliction program.
- Coordinate and ensure appropriate training for GC HIDTA Intelligence personnel and participating agencies as determined to be appropriate.
- Perform other duties as directed by the GC HIDTA Executive Director.

Qualifications:

At least ten (10) years combined experience within a federal criminal justice system, preferably with a management focus and possess a working knowledge of intelligence architecture systems.

- Bachelor's Degree in a related field.

- Ability to communicate effectively both verbally and in writing.
- Ability to prepare extensive reports and documents.
- Substantial experience in formulating, administering and managing budgets.
- A working knowledge in the information technology field to include wide-area-network frame-relay architecture, virtual private network applications and connectivity of disparate systems.
- Ability to work effectively in an interagency environment with federal, state and local law enforcement.
- Familiarization of all Microsoft Office products to include Word, Access, and Excel.
- Ability to pass a background check.
- Ability to obtain a minimum secret security clearance.

How to Apply:

Interested applicants must submit a detail resume and cover letter which includes the following:

- Education, experience, and training completed.
- Positions held and dates of employment.
- Size and scope of managerial positions held.
- Level and scope of responsibilities per position.
- Personnel supervised; number and rank.
- Program administrative experience.
- Systems management/technology experience.
- Names and contact information of three references.
- Any work-related or other experiences which demonstrate aptitude or proficiency to complete stated job duties included in this announcement.
- Earliest available start date.

Interview and relocation expenses are not reimbursable.

The aforementioned documents must be submitted in Pdf format and emailed to: Director@gchidta.org no later than November 5, 2021. A return email will be sent to each candidate acknowledging receipt of their package.

Any question pertaining to this job announcement can be directed to the aforementioned email address.

Selection will made without regard to race, gender or national origin.