



## EMPLOYMENT OPPORTUNITY HOUSTON HIGH INTENSITY DRUG TRAFFICKING AREA

**CLOSING DATE:** August 31, 2022 (Late applications will not be accepted)  
**Position:** DEPUTY DIRECTOR  
**Position Appointment:** Full-Time  
**Salary Range:** \$128,565 to \$145,707 (2022 Federal Pay Scale 14-1 thru 14.5)  
**Benefits package include 30% fringe benefit allowance and a vehicle allowance**  
**Location:** Houston, Texas

The Executive Board of the Houston High Intensity Drug Trafficking Area (HIDTA) is currently seeking qualified candidates to fill the independent contractor position of Deputy Director of a federally funded, multi-agency, regional group of drug enforcement task forces. The Deputy Director is responsible for policy-level administrative work and program development for the Houston HIDTA. The position is contingent on an annual renewable federal grant from the Office of National Drug Control Policy (ONDCP) and satisfactory performance. This position holds no law enforcement authority and is based in Houston, Texas.

### Principle Duties:

- Advises the Director and Executive Board in matters involving strategic planning, policy, and performance indicators.
- Guides and assists Initiative Commanders in the preparation of their annual Initiative Review, Description and Budget Proposals.
- Participates in the Annual Budget Request submission to ONDCP.
- Determines performance measures in accordance with ONDCP and Congressional mandates.
- Develops evaluation criteria, conducts annual Initiative Reviews and prepares written reports and briefings for the Executive Board.
- Works closely with the Houston HIDTA Fiscal Officer to ensure agencies are in compliance with ONDCP program and budget policy guidance.
- Develops and maintains an effective and positive working relationship with ONDCP staff and other grant entities on behalf of the Houston HIDTA Executive Board.
- Works closely with the Systems Network Manager to determine requirements for automation and technology needs of the HIDTA.
- Serves as Project Manager for technology-related projects, including the development and enhancement of the HIDTA License Plate Reader (LPR) Program, and the HIDTA LPR Integration Project.
- Ensures Houston HIDTA has taken appropriate measures to safeguard information, secure systems and networks, and protect Houston HIDTA purchased equipment.
- Serves as the Security Clearance Coordinator for all Houston HIDTA funded positions.
- Serves as a liaison for HIDTA Initiatives, area law enforcement agencies, public and private sector organizations and vendors interacting with HIDTA participants.

- Monitors DTO and PMP submissions, conducting regular group supervisory meetings, securing quarterly output reports, and organizing the Law Enforcement Committee Performance Review process, which provides fiscal and programmatic oversight of all Initiatives.
- Serves as a centralized clearinghouse for all participating federal, state, and local agency Initiatives and grant proposals.
- Represent the Houston HIDTA on national, regional or local committees and forums.
- The above lists of tasks or duties is not exhaustive. The Director may assign additional duties and responsibilities as appropriate.

**Knowledge, Skills, and Abilities:**

- Extensive experience in the criminal justice profession.
- Ability and experience in a multi-agency law enforcement environment involving federal, state, and local authorities.
- 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.
- Exceptional writing skills. Ability to clearly and succinctly craft compelling written documents, plans, procedures, policies, grant justifications and ability to edit and refine Houston HIDTA documents and work products.
- Exceptional public speaking skills to include briefings of officials at all levels, including Cabinet members, legislators, local, state, and federal officials.
- High degree of creativity and initiative; self-starter.
- Exceptional analytical skills; sound judgment.
- Working knowledge of Microsoft Office Suite, especially Word, Excel and PowerPoint.
- Familiarity with computers, networking, and computer security.
- Ability to work independently and exercise sound judgment absent detailed or explicit direction.
- Knowledge and understanding of the law enforcement operations, intelligence processes and law enforcement databases.
- Knowledge of a wide range of law enforcement investigative and interdiction operations and techniques.
- Knowledge of budget principles and processes involved in the development and preparation of annual budget submissions.
- A degree of understanding of the drug trafficking investigative responsibilities and structure of state, federal, and local law enforcement agencies in the task force environment of the Houston HIDTA area of responsibility.

**Education/Experience:**

- Bachelor's degree from an accredited university, or equivalent experience.
- Must have at least 10-years' experience in a criminal justice system agency, preferably with a management focus, or a combination of training and education with 10 years' experience in major investigations.

- Experience in budget planning and management.
- Preference will be given to those with experience in strategic planning, drug enforcement operations and/or drug intelligence supervision.
- Preference will be given to those with experience in developing and managing complex multi-agency programs, including their evaluation.
- Preference will be given to those with supervisory or management experience in the HIDTA program.

**Other Requirements:**

- Must meet requirements to obtain and retain a Top-Secret security clearance.
- Must be a citizen of the United States.
- Must possess a valid driver's license.
- Position will require candidate to reside in the greater Houston area, if selected.
- No moving-related expenses will be incurred by Houston HIDTA.
- The position is federally funded; however, the selected candidate will be retained as an independent contractor under a written annual contract. The selected candidate will not be considered a "federal employee" for employment purposes. The Deputy Director will report to the Houston HIDTA Director and the Houston HIDTA Executive Board and will serve at the will of the Board. The Deputy Director will be required to comply with all requirements established by the Houston HIDTA Executive Board.

**How to Apply:**

Applicants are to submit a detailed resume outlining their qualifications electronically via email to: [deputy.director@houstonhidta.net](mailto:deputy.director@houstonhidta.net) no later than COB Wednesday, August 31, 2022.

The Subject Line of the email should include: "Houston HIDTA Deputy Director Application" followed by the applicant's last name.

Resume header should be titled: "Houston HIDTA Deputy Director Application" followed by applicant's last name.

A return email will be sent to each applicant acknowledging receipt of their submission.

All applicants will be screened and only the most qualified will be invited to participate in the next phase of the selection process.

Applicants may be required to travel to the Houston HIDTA at their own expense for an interview.

Houston HIDTA is an equal opportunity employer.