

Employment Opportunity

Puerto Rico/US Virgin Islands

High Intensity Drug Trafficking Area (PR/USVI HIDTA)

Vacancy: EXECUTIVE DIRECTOR

The High Intensity Drug Trafficking Area (HIDTA) program's function is to enhance and coordinate drug control efforts among local, state, and federal law enforcement agencies, its mission is to disrupt the market for illegal drugs in the United States by assisting all participants in the HIDTA Program to dismantle and disrupt drug trafficking and money laundering organizations, with particular emphasis on drug trafficking regions that impact the United States. HIDTA also collaborates closely with public health partners on innovative strategies to reduce fatal and non-fatal overdoses and substance use.

The **PR/USVI HIDTA Executive Director** will be an independent contractor compensated through a yearly contract with the Monroe County Sheriff's Office (MCSO) in Key West, Florida, and will report directly to the Puerto Rico/USVI HIDTA Executive Board (EB). The candidate will not be an employee of the MCSO, nor will he or she represent the MCSO. The position is contingent on an annually renewable federal grant from the Office of National Drug Control Policy (ONDCP), and upon satisfactory performance. The successful candidate must reside in Puerto Rico and shall also possess a working knowledge of the social/economic and criminal justice issues challenging Puerto Rico.

The PR/USVI HIDTA Executive Director serves as a liaison and point of contact between the EB, other HIDTA's and ONDCP on all matters concerning the PR/USVI HIDTA program, keeping the EB informed of ONDCP policies and requirements, and represents the PR/USVI HIDTA at national forums.

I. Position Summary:

The **PR/USVI HIDTA Executive Director** is responsible for the successful implementation of the EB's strategy and policies. The PR/USVI HIDTA Executive Director's principal responsibilities, include, but are not limited to:

- a. Provide day-to-day administrative, financial, and program management for the PR/USVI HIDTA.
- b. Facilitate and encourage the development of innovative approaches to drug law enforcement, and demand reduction and treatment.
- c. Ensure that HIDTA initiatives comply with HIDTA Program requirements.
- d. Advise the EB regarding the performance of HIDTA initiatives.
- e. Coordinate the preparation of the Annual Budget Request (ABR), submitting these documents to the EB for its approval, and submitting the approved ABR to ONDCP.
- f. Ensure compliance with HIDTA Program Policy Budget Guidance (PPBG) and other applicable financial rules and regulations, in conjunction with the applicable grantee
- g. Exercise reprogramming authority, with the approval of the EB.
- h. Ensure that the property management requirements established in the PPBG are met, in conjunction with the applicable grantee.
- i. Ensure that all initiatives and participating agencies receive relevant information and intelligence products in a timely fashion.

- j. Ensure that the PR/USVI HIDTA has taken appropriate measures to safeguard information, secure systems, and networks, and protect HIDTA-purchased equipment.
- k. Ensure initiatives establish adequate performance measures and shall establish a process to verify that the reported performance data is accurate and entered in the PMP on a quarterly basis. In addition, the Executive Director is responsible for ensuring that PMP training and updated PMP refresher training is provided annually.
- l. Establish and participate in an annual internal review process, or self-inspection, to determine whether each initiative is being implemented as described in the budget submission to ONDCP, complies with all HIDTA Program requirements, and is achieving its performance targets.
- m. Exercise administrative and coordination oversight responsibility for all PR/USVI HIDTA initiatives and direct responsibility of the Management and Training Initiatives.
- n. Facilitate the cooperation and information sharing between the PR/USVI HIDTA funded initiatives.
- o. Establish a PR/USVI HIDTA Program orientation process for new EB members, new participating agencies, and initiative supervisors.
- p. Develop, promote, and maintain interagency collaborative relationships between and among PR/USVI drug control stakeholders, including law enforcement, military, judicial and prevention/treatment senior level executives and managers.
- q. Travel frequently in performance of the above responsibilities.

In addition to the above responsibilities, the EB establishes the basic requirements for the Executive Director position in coordination with the grantee, as well as compensation and benefits.

The work required of the Executive Director is time intensive and other duties must not conflict with, detract from, or otherwise inhibit the fulfillment of the requirements or the HIDTA Program mission. Additional roles and responsibilities may be defined by the HIDTA EB subject to the conditions herein.

II. Law Enforcement Duties: None

III. Knowledge, Skills, and Abilities:

- a. Demonstrated strong leadership skills.
- b. Proven ability to communicate effectively to gain consensus among people with differing viewpoints.
- c. Exceptional writing and public speaking skills to include briefings of public officials at all levels.
- d. High degree of creativity and initiative requiring minimal supervision and guidance.
- e. Good interpersonal and negotiation skills.
- f. Exceptional analytical skills and sound judgment.
- g. Working knowledge of Microsoft Office.
- h. Basic familiarity with networking and computer security.

IV. Education/Experience:

- a. Extensive experience in the criminal justice system at the federal, state or local levels; preferably with a substantial background in administration, financial management and strategic planning.
- b. Possess a minimum of a bachelor's degree from an accredited college or university, preferably in a concentration such as management or administration, business administration or administration of criminal justice.
- c. Extensive experience in budget preparation and familiarity with standard accounting practices.
- d. Proven ability to communicate effectively in written and oral form.
- e. Proven ability to plan and prepare extensive reports and documents.
- f. Knowledge of contracting and facility management.

V. Other Requirements:

- a. Must be a citizen of the United States of America.
- b. Must possess a valid driver's license.
- c. Must be fully bilingual in English and Spanish.
- d. Must be able to provide two professional and one personal reference and their contact information within the resume.
- e. Must be able to obtain and retain a national security clearance appropriate for the Executive Director's duties, including criminal records and credit checks.

VI. Compensation:

- a. Compensation shall be in accordance with the pay scale for members of the Senior Executive Service (SES), up to but not exceeding 110 percent of the maximum allowable salary in the pay scale, and no less than the minimum compensation established by the pay scale. The EB shall establish the Executive Director's salary within these limits, ensuring the salary is both reasonable and commensurate with like positions in the locality.
- b. Fringe benefits starting at 10%
- c. Appropriate Cost of Living Allowance (COLA) will also be provided

VII. Transportation and Communication Devices:

- a. Vehicle and communication devices for professional use will be provided.

VIII. Relocation Expenses:

- a. Relocation expenses and housing allowance are not available.

How to Apply:

- a. Submit resumes with supporting evidence and references to info@prvihidta.org on or before February 17, 2023.

Availability for Interviews Required:

- a. Interviews will be conducted in San Juan, Puerto Rico the week of March 6, 2023.
- b. Final interviews will be conducted in San Juan, Puerto Rico on March 15, 2023.

Resumes should specifically address the candidate's qualifications and provide clear and direct examples of experience and training that support the requirements outlined in this announcement. Resumes should be no longer than four pages in length.

The Monroe County Sheriff's Office and PR/USVI HIDTA are firmly committed to equal employment opportunity and do not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.

The applicant may be required to travel to the PR/USVI HIDTA office in San Juan, Puerto Rico for interview(s). Expenses for interviews and/or relocation costs are not authorized and will not be paid by the PR/USVI HIDTA, Monroe County, ONDCP or NHAC.