

**National HIDTA Assistance Center**  
High Intensity Drug Trafficking Area  
**CONTRACT POSITION ANNOUNCEMENT**



**LOCATION: Doral, Florida**  
**CONTRACT POSITION: Training Manager**  
**ANNUAL COMPENSATION: \$95,000- \$118,000**  
**POSTING: May 22, 2023**  
**CLOSING DATE: June 20, 2023**

**PROGRAM & POSITION OVERVIEW:**

High Intensity Drug Trafficking Areas (HIDTA)

High Intensity Drug Trafficking Areas (HIDTA) are regions designated by the Director of the Office of National Drug Control Policy (ONDCP) that have critical drug trafficking problems that adversely impact the United States. The HIDTA program provides assistance to federal, state, and local agencies in accordance with the goals and objectives contained in the National Drug Control Strategy. The mission of the HIDTA program is to enhance and coordinate America's drug-control efforts among local, state, tribal, and federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences in critical regions of the United States. The mission includes coordination efforts to reduce the production, manufacturing, distribution, transportation, and chronic use of illegal drugs, as well as the attendant money laundering of drug proceeds.

National HIDTA Assistance Center

The National HIDTA Assistance Center (NHAC) supports the strategies of all HIDTA regions as they respond to the unique threats facing their respective areas. Due to economies of scale, the NHAC's centralized services are cost effective for the entire HIDTA program. The NHAC's mission is different from a traditional HIDTA. Working under the auspices of the Office of National Drug Control Policy (ONDCP) and in accordance with the HIDTA Program Policy and Budget Guidance, the NHAC provides vast resources and support to the 33 HIDTAs and the National Initiatives tailored to each HIDTA's needs.

Training Manager

The National HIDTA Assistance Center is looking for a motivated training manager. The training manager will work under the direct supervision of the NHAC Director. The Training Manager leads and manages a significant support unit with national responsibilities and has direct supervisory responsibilities for the performance and accomplishments of assigned training personnel.

The Training Manager is responsible, through his/her assigned staff, for all functions necessary for the efficient and effective operation and development of the NHAC Training Unit. In exercising this role, the Training Unit Manager has significant contact with potential service providers, HIDTA Directors and HIDTA management staffs, HIDTA participating federal, state, and local law enforcement agencies, the Legal Counsel of the Monroe County Sheriff's Office and many others involved in the support and execution of the NHAC's training function.

This position ensures compliance with HIDTA priorities, objectives, outputs, and desired outcomes. The Program Coordinator assists the NHAC Director as required to achieve the HIDTA program's vision and mission.

## **QUALIFICATIONS:**

### Education and Professional Experience

- A bachelor's degree in curriculum design, training, criminal justice, public administration or a similarly related discipline from an accredited college or university, or a combination of law enforcement and analytical experience, training and education that would provide the knowledge, skills and abilities required for the position.
- At least ten (10) years teaching experience with curriculum writing and lesson plan development with a minimum of ten (10) years of supervisory experience.
- Have or has possessed certification as a trainer and/or meet the Police Standard for the Training of Trainers.
- HIDTA and or law enforcement/ military experience is desired but not required.

### Knowledge and Skills

- Excellent presentation, verbal and writing skills.
- Knowledge of various training resources available throughout the law enforcement, public, and private sectors.
- Understanding of federal, state, and local guidelines, applicable laws, regulations, policies, and procedures affecting law enforcement training.
- Good working knowledge of Microsoft Word, PowerPoint, Excel, Outlook, and website management along with a focus on creating and/or delivering training material.
- Knowledge of public budgeting and accounting practices.
- Strong project management, coordination, and implementation skills.

### Desired Attributes

- A valid driver's license and vehicle suitable for traveling long distances.
- The ability to obtain a secret, federal level security clearance.
- A willingness and ability to travel occasionally by air and personal vehicle for training, meetings, and other program needs.
- The ability to work effectively with internal and external stakeholders.
- The ability to work independently and set priorities to meet the demands of the position; the ability to establish and modify priorities.

## **DUTIES:**

- Develops, administers, and analyzes HIDTA wide training needs assessments and based on these assessments, recommends the most appropriate training solutions to the NHAC Director.
- Serves as the NHAC Director's primary consultant on all matters related to training and HIDTA training needs.
- Provides updates to NHAC Director on:
  - Training accomplishments, costs, student demographics, etc.
  - Training needs, trends, evaluation efforts, etc.
  - The need for, as well as the planning and coordination of conferences.
  - Other matters as the situation may dictate.
- Is designated as the HIDTA Performance Management Program (PMP) Coordinator; responsible for all aspects of performance management to include operational and statistical performance data needed by the HIDTA and ability to provide training on PMP.
- Demonstrates a conceptual and technical understanding of the training process in the context of HIDTA's multiagency environment.

- Works closely with the NHAC Director to ensure training actions are consistent with agency agreements and in the best interest of all HIDTA participants and ONDCP.
- Ensures that all HIDTAs are equitably served by the Training Unit and that in addition to the delivery of training programs meeting their unique regional needs that each HIDTA is given equal access to training in ONDCP's core competencies.
- Identifies cost-effective training delivery methods, consistent with sound training principles.
- Ensures that all systems developed and maintained by the Training Unit, and all actions taken by the Training Unit, are in compliance with all federal and state laws, county and local ordinances and all applicable rules, regulations, and policies.
- Develops and implements, with the NHAC Director, a strategic plan for the identification and achievement of mid and long-term training outcomes.
- Constructs course pre-and post-examinations and develops systems for measuring the validity and reliability of these instruments and their component parts.
- Oversees all expenditures relating to speaker fees, speaker and unit travel and other course expenditures.
- Directs and ensures the timely and accurate preparation of unit and training related NHAC correspondence, reports, and other documentation, including RFPs necessary to the execution of certain training functions.
- Ensures quality control and continuous updating of course registration forms, instructor applications, training calendars, course descriptions, needs assessment forms, etc.
- Facilitates all training related briefings and supervises the event planner on all meetings and conferences created.
- In consultation with the NHAC Director, develops and implements research methodologies to determine the effectiveness of training programs and delivery mechanisms, in terms of the HIDTA mission.
- Develops and maintains liaison with major training institutes throughout the country, including private sector institutes as well as LEA and DOD centers, in order to identify emerging trends in the training profession, new evaluation methods, etc.; and to obtain low or no cost training for the various HIDTAs served by the National HIDTA Assistance Center
- Develops and implements systems to accurately measure the cost of each training activity and of each course presented by or through the NHAC and determines the relative cost/benefit of each course and training methodology employed.
- Develops and implements record keeping systems that facilitate efforts to effectively develop and measure training programs; ensures delivery standardization for each of the Center's training programs; documents all relevant training and cost data; and effectively addresses liability and other potential training-related issues.
- Develops and implements systems to document the credentials and evaluate the performance of all instructors and speakers utilized by the NHAC.
- Develops and maintains a standardized format, a complete curriculum, learning designs, lesson plans, handout material and applicable texts, videos, etc., for each course presented by or through the NHAC.

**SUPERVISORY CONTROLS:**

This position is responsible for the management of the Training Unit, including the totality of its human and material resources.

**PHYSICAL DEMANDS:**

The position requires extensive sitting at a computer workstation. The position also requires travel and utilization of commercial aircraft.

**WORK ENVIRONMENT:**

The work requires no risks or discomforts and is typically performed in an office setting.

**APPOINTMENT:**

This position is federally funded on an annual basis. The **Training Manager** will serve as an independent contractor and not as an agent, employee, or servant of an agency. The **Training Manager** will report to the NHAC Director. This appointment and each or any subsequent appointments are subject to review and approval of ONDCP.

**APPLICATION:**

Interested parties should apply by submitting a cover letter and resume outlining their qualifications to: Jackie Serra at [jxserra@nhac.org](mailto:jxserra@nhac.org).