

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



LOCATION: Affected City with a HIDTA (see below)
CONTRACT POSITION: Domestic Highway Enforcement (DHE) National Deputy Coordinator
ANNUAL COMPENSATION: GSA Scale 13-1+30% +(Locality based)
POSTING: April 7, 2025
CLOSING DATE: May 7, 2025

PROGRAM & POSITION OVERVIEW:

High Intensity Drug Trafficking Areas (HIDTA)

High Intensity Drug Trafficking Areas (HIDTA's) 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, tribal, 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, territorial and federal law enforcement agencies 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.

JOB DESCRIPTION: DHE Deputy Coordinator

The National High Intensity Drug Trafficking Areas (HIDTA) program is currently seeking candidates to fill the senior staff position of Deputy Coordinator of the Domestic Highway Enforcement, part of the National Strategic Analysis Initiative (NSAI). The Domestic High Enforcement Deputy Coordinator is a "contract" position, federally funded through its fiduciary, the Monroe County Sheriff's Office (Florida), and is dependent upon HIDTA grant funding.

The contract employee will serve as the HIDTA Domestic Highway Enforcement Deputy Coordinator. He/she will report to the Domestic Highway Enforcement Senior Coordinator, who in turn reports to the DHE Committee Chairperson and the NHAC Director.

The contract employee, through his/her expertise and HIDTA experience, will provide leadership, assistance and support to the 33 HIDTAs and the DHE Committee in coordinating regional/nationwide domestic highway enforcement information sharing strategies and timely interdiction collaboration.

The job duties require a unique background of expertise in highway drug trafficking, law enforcement patrol and investigative procedures and strong administrative skills. The duties require an extensive knowledge of the law enforcement traffic safety patrol and investigation policy and court case law. A successful job applicant will have the ability to work with law enforcement personnel at all professional

levels. Additional consideration will be given to applicants that have experience working directly or in support of domestic highway enforcement task forces, or HIDTA Interdiction Initiatives (parcel, freight, hotel/motel, etc....), and can exhibit prior coordinative experience.

REQUIREMENTS:

Résumés must specify experience and/or education that demonstrate qualifications for this position.

Five references with their email addresses and phone numbers must be provided for verification.

Preferred requirements include:

1. Minimum of a four-year bachelor's degree: Two years of law enforcement experience for each year of college requirement may be substituted in lieu of a degree.
2. Minimum of five years' law enforcement experience at the federal, state, county or local level with an emphasis on criminal interdiction.
3. Encompass behaviors and qualities that demonstrate reliability, respect, and accountability, ensuring a positive and productive work environment.
4. Ability to work effectively in an interagency environment, independently and with minimal supervision.
5. Strong organizational, operational, and administrative skills.
6. Ability to prepare clear and concise written communications. Demonstrate good written and oral communication skills.
7. Comprehensive proficiency in the use of Microsoft Office suite tools, i.e. Word, Excel, PowerPoint, and Outlook.
8. Ability to coordinate high-level conferences and regional meetings across the country.
9. Be prepared to travel within the continental United States (U.S.) on a frequent basis as required.
10. Be a U.S. Citizen and ability to obtain a "Secret" security clearance.

DUTIES: Include, but are not limited to:

1. Assist in planning and implementing an annual DHE strategic plan that supports the HIDTA mission and leverages law enforcement resources to reduce the availability of illicit drugs in the United States.
2. Assist with planning and assisting with local and regional law enforcement strategies to share intelligence/operational and highway seizure data between state, local, tribal, territorial and federal law enforcement, HIDTA Investigative Support Centers, the El Paso Intelligence Center and other appropriate government intelligence centers.
3. Assist in planning and developing DHE related meetings/conferences as requested by the DHE Committee, DHE Chair, and/or DHE Senior Coordinator (contractor). This includes developing an agenda, acquiring speakers, venues and subject matter experts.
4. Assist in developing, documenting, and disseminating DHE related material and identifying best practices among DHE participants.
5. Foster an outreach program to increase federal, state and local, tribal and territorial law enforcement participation in the DHE program.
6. Assist with the administration and utilization of the Homeland Security Information Network (HSIN) DHE portal.
7. Coordinate activities and provide directions and assistance to the DHE Analyst.
8. Prepare, disseminate and track letters/e-mails, requests for assistance/information from HIDTA's and DHE participants and ensure responses are promptly provided.
9. Prepare and input HIDTA Performance Management Program (PMP) measures as required.
10. Prepare/provide briefings in support of the DHE Strategy as requested/directed.
11. Assist in the development/implementation of the drug interdiction DHE Strategy with an "All Crimes, All Threats, and All Hazards" philosophy.

12. Plan, implement and execute the flow of operational planning meetings and corridor conference calls per the annual DHE strategic plan.
13. Develop innovative concepts to improve the regional and corridor-based HIDTA DHE Strategy and process.
14. Assist with evolving technology resources to benefit DHE efforts.
15. Represent and provide subject matter expertise and leadership to the HIDTA program and DHE at conferences and meetings of other agencies organizations as directed, to include private sector partners.
16. Effective communication abilities through public speaking, concise writing skills, and ability to conduct properly sourced research summaries.
17. Ability to independently manage time, tasks, and responsibilities.
18. Be available, on occasion, to assist with duties during nontraditional work hours.
19. Other duties as assigned.

ASSIGNMENT LOCATION

This is a remote workplace position but will be based in an established HIDTA region. The applicant will be required to live within an impacted "HIDTA region". There is no reimbursement for moving expenses if applicable. For a map of current HIDTA regions, please click hidtaprogram.org.

SUPERVISORY CONTROLS:

The DHE Deputy Coordinator, working under the direction of the DHE National Coordinator, DHE Committee Chair, the NHAC Director or his/her designee, will assist in deriving and achieving mission vision and objectives with guidance of an executive board of advisors as established by the HIDTA Directors Committee (HDC) in coordination with the Office of National Drug Control Policy (ONDCP).

PHYSICAL DEMANDS:

The position requires extensive sitting at a computer workstation.

WORK ENVIRONMENT:

The work involves minimal risks or discomforts and is typically performed in an office setting.

APPOINTMENT:

This position is federally funded on an annual basis. The DHE Deputy Coordinator will serve as an independent contractor and not as an agent, employee, or servant of an agency. This appointment and 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: Maria Zamora at: mfzamora@nhac.org.