



Gulf Coast High Intensity Drug Trafficking Area

3748 North Causeway Boulevard, Suite 200, Metairie, Louisiana 70002
Phone (504) 962-6990 • Fax (504) 962-6948

Employment Opportunity

Executive Director

Gulf Coast High Intensity Drug Trafficking Area

Salary: \$151,661 to \$209,600 salary plus up to 30% in lieu of fringe
(**Note:** Final salary figures will be determined by the Executive Board upon selection of the best candidate)

Closing Date: June 30, 2026

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 person selected will become a contractor of the Jefferson Parish Sheriff's Office which acts as the primary fiduciary for the Gulf Coast HIDTA Management and Coordination initiative. Applicants will be required to submit a resume with cover letter and references. Finalists may be required to travel at their own expense to a location within the Gulf Coast HIDTA for an interview.

Position Summary

The Executive Director works under the supervision and guidance of the GC HIDTA Executive Board. The position directly supports the Executive Board in performing duties of administration and management of the program. The incumbent exercises direct supervision of administrative elements of the program as designated by the Executive Board. The Executive Director actively participates and supervises the submission process of required reports, initiatives and budgets to the National HIDTA Program Office. The Executive 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. The Executive Director may be called upon from time to time to represent the Executive Board at meetings and functions. As the head of the Management and Coordination Initiative, the position is service oriented toward assisting members of the Executive Board, participating agency heads, initiative supervisors and participants to successfully meet program goals and objectives. The position will be situated at the GC HIDTA Management and Coordination office located in Metairie, LA.

Duties:

- Provide day-to-day administrative, financial, and program management for the operation of the GC HIDTA;
- Facilitate and encourage the development of innovative approaches to drug law enforcement;
- Ensure that GC HIDTA initiatives are in compliance with HIDTA program requirements;
- Advise the GC HIDTA Executive Board concerning the performance of HIDTA initiatives;
- Serve as the point of contact between the Executive Board and ONDCP on all GC HIDTA matters;
- Keep the Executive Board apprised of ONDCP policies and requirements and represent the GC HIDTA at national forums;
- Coordinate the preparation of the annual GC HIDTA threat assessment and initiative descriptions and budget proposals for submission to the Executive Board for its approval;
- Ensure grantees and sub-recipients comply with HIDTA Program Policy and Budget Guidance and other applicable financial rules and regulations;
- With approval of the Executive Board, exercise reprogramming of grant awards as deemed appropriate to ensure the effective and timely expenditure of program funds;
- In conjunction with applicable grantees or resource recipients, ensure that the property management requirements established in HIDTA Program Policy and Budget Guidance are followed;
- Establish adequate performance measures for GC HIDTA initiatives and institute a process to verify that the reported performance data are accurate and valid;
- Establish and participate in an annual internal review process, or self-inspection, to determine whether initiatives are in compliance with ONDCP Program Policy and Budget Guidance and meeting their stated goals, objectives and performance measures;
- Perform other duties as assigned by the Executive Board.

Qualifications:

- At least ten (10) years' combined experience within a criminal justice system, preferably with a management focus;
- Bachelor's Degree in a related field;
- Ability to communicate effectively both verbally and in writing;
- Ability to plan and prepare extensive reports and documents;
- Ability to obtain a minimum top secret level security clearance;
- Ability to pass a background check;
- Substantial experience in formulating, administering and managing budgets;
- A working knowledge in the information technology field
- Demonstrated 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.

How to Apply:

Interested applicants must submit a detailed 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: jonathan.d.ross@usdoj.gov no later than June 30, 2026. 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 be made without regard to race, gender, or national origin.