

**EMPLOYMENT OPPORTUNITY
HOUSTON HIDTA (HIGH INTENSITY DRUG TRAFFICKING AREA)**

CLOSING DATE: September 5, 2025
Late applications will not be accepted.

INTELLIGENCE/TRAINING COORDINATOR
Salary up to \$144,000 plus 30 % fringe

This is a position established by the Executive Board of the Houston High Intensity Drug Trafficking Area (Houston HIDTA). The incumbent is employed through a yearly contract with the City of Baytown and serves at the pleasure of the Houston HIDTA Executive Board and Director. He or she has no official capacity as an employee and does not represent the City of Baytown. The position is contingent on an annually renewable federal grant from the White House Office of National Drug Control Policy (ONDCP) and upon satisfactory performance. The position is based in Houston, Texas. The Houston HIDTA will provide no relocation funding. The recipient of this position will be required to reside in the greater Houston area.

This position will manage the Houston HIDTA Investigative Support Center and oversee the Houston HIDTA Training program. Frequent travel at government expense will be required. Applicants will be required to travel to the Houston HIDTA at their own expense for a position interview.

Position Summary:

The Intelligence / Training Coordinator implements intelligence program priorities and objectives for the Houston HIDTA based on policy and guidelines furnished by the Office of National Drug Control Policy (ONDCP), the Houston HIDTA Executive Board and its Intelligence Subcommittee. He or she guides and assists Initiative Commanders on matters involving strategic planning, policy, and performance indicators, and provides administrative oversight to the Houston HIDTA Intelligence and Training programs, ensuring compliance with Houston HIDTA priorities and objectives. Program activities are conducted to ensure support and training for investigations of all echelons of drug traffickers and/or drug money launderers. Support for inter-regional or international drug investigations is a high priority. This is a non-supervisory position.

Law Enforcement Duties: None

Principal Duties of the Intelligence / Training Coordinator:

- Advises the Executive Board, Director, and Deputy Director in matters involving strategic planning, policy, and performance indicators.
- Ensures compliance with ONDCP Program Guidance and Houston HIDTA policies as they relate to intelligence activities.
- Determines performance measures in accordance with ONDCP mandates.
- Oversees the development of the annual Houston HIDTA Threat Assessment, Special Assessments, and Intel Bulletins.
- Based on the annual Threat Assessment, he or she coordinates the development of the intelligence portion of the Houston HIDTA strategy.

- Provides general oversight/coordination in the annual preparation of intelligence initiatives and proposals. Ensures that intelligence priorities and objectives are clearly identified and realistic and consistent with other Houston HIDTA programs and initiatives.
- Monitors the progress of Intelligence coordination and training activities and periodically reports to the Director and the Houston HIDTA Executive Board.
- Develops methodologies to maximize intelligence sharing among law enforcement agencies. Works with federal, state, and local law enforcement agencies when requested, to help develop mutually beneficial law enforcement intelligence programs.
- Ensures that the Houston HIDTA intelligence and training functions provide optimal service to Houston HIDTA participating agencies and law enforcement agencies throughout all Houston HIDTA-designated counties.
- Ensures that the Houston HIDTA ISC operates within security standards set by the Houston HIDTA Executive Board and ONDCP. Analyzes Houston HIDTA intelligence programs to identify deficiencies, critical problems, progress toward objectives, the need for revision of programs, and methods of operation.
- Manages the implementation of Houston HIDTA event/target deconfliction.
- Develops/oversees implementation of intelligence standard operating procedures to ensure timely and effective intelligence products.
- Develops and maintains systems or procedures for tracking various statistics needed by the Houston HIDTA and/or participating Houston HIDTA agencies.
- Coordinates and ensures appropriate training for Houston HIDTA personnel and participating agencies.
- Represents Houston HIDTA in local, regional and national forums.

Knowledge, Skills and Abilities:

- Extensive experience in the criminal justice profession.
- Must meet requirements for obtaining and retaining a Top Secret security clearance.
- Must possess exceptional writing and public speaking skills.
- Ability and experience in a multi-agency law enforcement environment involving federal, state, and local authorities.
- Must possess a high degree of creativity and initiative to develop realistic strategies to identify and correct program deficiencies, improve methods of operation, progress towards objectives, and achieve desired results.
- Must exercise sound judgment to carry out activities independently within the guidelines.
- Must have extensive operational experience in law enforcement and law enforcement intelligence.
- Must possess a working knowledge of intelligence architecture systems at the federal, state, and local levels.
- Basic to intermediate familiarity with computers, networking, and computer security, as well as a basic to intermediate familiarity with Microsoft Excel, Word, and PowerPoint.

Education/Experience:

- Bachelor's degree from an accredited university, or equivalent experience.
- Extensive experience in drug law enforcement, preferably with a management focus.
- Preference will be given to those with experience supervising law enforcement intelligence units.
- Preference will be given to those with experience managing intelligence programs.
- 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 experience in the HIDTA program.

How to Apply:

Résumés should specifically address the items in this announcement. Send résumés via U.S. Mail to:

Houston HIDTA Director
15311 Vantage Parkway West,
Suite # 286
Houston, TX 77032

Or via e-mail to: Lrico@houstonhidta.net
Direct any questions to Ligia Rico at 281-372-5857.