

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



LOCATION: Doral, Florida
CONTRACT POSITION: Executive Assistant
ANNUAL COMPENSATION: \$60,000-\$70,000
POSTING: November 26, 2024
CLOSING DATE: December 31, 2024

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.

Executive Assistant

The Executive Assistant handles special and complex projects as assigned within required time frames; attends local and national administrative meetings with the Director or represents him; writes general correspondence; drafts correspondence for Director's signature; develops administrative procedures, including the establishment of filing and trace systems. Coordinates with other agencies and vendors, prepares reports, attends meetings, taking minutes or chairing when necessary; reviews Director's mail to handle directly, or provide background data on issues addressed. Handles travel arrangement and trip reimbursements for Director.

The Executive Assistant must become thoroughly familiar with the director's activities, commitments, policies, projects, and priorities. The Executive Assistant must be capable of managing multiple projects simultaneously and must become familiar with Monroe County Sheriff's Office policies and procedures. Due to the nature of the interactions required of the Executive Assistant, strong interpersonal skills (such as tact and diplomacy) are necessary, as are

strong oral and written communication skills. The Executive Assistant must demonstrate a significant ability for discretion and confidentiality in the handling of sensitive issues and have strong organizational and problem-solving skills.

REQUIREMENTS:

The Executive Assistant must be or have:

1. Must be a US Citizen.
2. Must be excellent with the English language in reading, writing and verbally.
3. Must be able to scribe meetings accurately with up to 100 persons in attendance.
4. Must be able to type 45 words per minute minimum.
5. Have a bachelor's degree or 3 years of similar secretarial experience.
6. Must be able to pass a top-secret clearance and a background investigation.
7. Must be able to travel at various times of the year via commercial airliners.
8. Expertise in Microsoft Office Suite- WORD, Excel, PowerPoint, Adobe Suite,
9. Self-motivated, highly responsible, and dependable; and exercise sound judgment in a variety of situations.
10. Understanding of federal, state, and local guidelines, applicable laws, regulations, policies and procedures affecting purchasing and travel.
11. A demonstrated ability to work well with others and to establish and maintain professional relationships.
12. Ability to organize and prioritize work.
13. Ability to travel on commercial airliners to attend meetings throughout the year to various US cities.

DUTIES:

1. Under the direction of the Executive Director of the NHAC to perform secretarial duties as assigned to included but not limited to:
2. Prepares, tracks, reviews and submits contracts to MCSO for approval and is the central repository for all contracts.
3. Manages the calendar of the Director by controlling access to the Director, screening and prioritizing with sensitivity and tact individuals wishing to see the Director, and scheduling and rescheduling appointments.
4. Ensures that administrative and personnel files are properly maintained in accord with acceptable administrative standards and the rules, policies and procedures of the Monroe County Sheriff's Office and Florida Public Records Laws.
5. Provides the Director with a daily report on staff presence, training courses started, or in session, and on any other issue that may be of importance.
6. Handles all scheduling and coordination of the Director's engagements. Ensures that all meetings attended by the Director are documented as to date time, purpose, identify and contact information of attendees.
7. Coordinates travel for all NHAC employees, vendors and prepares travel vouchers for the Director.
8. Prepares agendas, itineraries, reports, briefings, etc., for the Director's meetings, events and trips.
9. Performs research at the Director's request and prepares information to be presented by the Director at various meetings.
10. Prepares reports, letters, memos, presentations and other forms of correspondence for the Director. Must be thorough and accurate in the preparation of such material.
11. Transcribe letters, memoranda, minutes from meetings and other information as requested.
12. Prepares, or assists in the preparation of information for meetings or presentations attended by the Sheriff or undersheriff.
13. Types letters, memoranda, forms and any other documents required and proofs material.

14. Review all documents and other materials submitted to the Director to ensure they are complete, accurate and in compliance with ONDCP, MCSO and NHAC Policies and Procedures. Advises the Director when there are deviations from policy or procedures, returns documents for revision in cases of administrative, spelling, format and other errors of this nature.
15. Coordinates repairs and related issues with property manager, vendors, financial assistance unit, etc.
16. Oversees maintenance and cleaning services for the National HIDTA Assistance Center.

SUPERVISORY CONTROLS:

This position has no supervisory Authority.

PHYSICAL DEMANDS:

This position requires extensive time sitting at a computer workstation.

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 **Executive Assistant** will serve as an independent contractor and not as an agent, employee, or servant of an agency. The **Executive Assistant** 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 submit apply by submitting a cover letter and resume outlining their qualifications to: Jackie Serra at jxserra@nhac.org.