



SOUTH TEXAS HIDTA VACANCY ANNOUNCEMENT

Location: South Texas HIDTA
Position: Deputy Director
Salary: Salary \$126,384.00
Closing Date: October 24, 2025

The South Texas High Intensity Drug Trafficking Area (STX HIDTA) Executive Director is seeking qualified candidates for the position of Deputy Director. The STX HIDTA is a regional consortium that serves as a coordinating umbrella and supports efforts to control drug trafficking, drug money laundering and related violence. The STX HIDTA includes Law Enforcement Agency led initiatives engaged in intelligence and enforcement activities. The Deputy Director Position is grant funded by the Office of National Drug Control Policy (ONDCP) and will be located in San Antonio, Texas.

Position Summary

The South Texas HIDTA is funded by the Office of National Drug Control Policy (ONDCP). This position is a grant-funded position contingent upon annual HIDTA funding from the ONDCP. The Deputy Director will report to the STX HIDTA Executive Director. The position directly supports the Executive Director in performing duties of administration and management of the program. The Deputy Director exercises direct supervision of administrative elements of the program as designated by the Executive Director. The Deputy Director actively participates in the submission process of required reports and initiative budgets to the National HIDTA Program Office. The Deputy Director is a key component of the STX HIDTA internal review process which requires him or her to regularly travel throughout the region. The Deputy Director may be called upon from time-to-time to represent the Executive Director and/or the Executive Board at meetings and functions related to HIDTA matters. As a member of the Management and Coordination Initiative, the position is service oriented towards assisting members of the Executive Board, participating agency heads, initiative supervisors and participants to successfully meet program goals and objectives.

DUTIES & RESPONSIBILITIES

- Review annual threat assessment to assist in the development of an effective overall strategy to address selected threat elements.
- Provide administrative and programmatic guidance to participating agencies in the formulation of proposed and/or renewal initiatives and corresponding budget requests/submissions and review them for content and format compliance.
- Prepare reports, memos and other documents as required by standing committees and the STX HIDTA Executive Director in fulfillment of the Management and Coordination Initiative's mission and expected outputs.
- Prepare a draft of the Management and Coordination Initiative and budget proposal in close coordination with other staff members.
- Assist in the establishment and maintenance of HIDTA-wide accounting system to ensure compliance with ONDCP program guidance and audit procedures.
- Work closely with the STX HIDTA Financial Manager to ensure agencies with open grant awards follow ONDCP and HIDTA Executive Board program guidance and policies.
- Serve as a liaison for HIDTA initiatives, area law enforcement agencies, public and private sector organizations and vendors interacting with HIDTA participants.
- Evaluate and recommend HIDTA initiative sites, leased space, equipment acquisitions, reprogramming requests, and administrative systems.
- Works closely with Information Technology to determine requirements for automation and technology needs of the HIDTA.

- The Deputy Director will perform additional duties or requirements identified by the HIDTA Executive Director or the Executive Board, which must be consistent with the overall HIDTA Program policies and procedures and are deemed necessary to enhance the overall HIDTA Program.

Minimum Qualifications:

- Bachelor's Degree in a related field. This requirement can be substituted by at least ten (10) years of investigative supervisory/management experience in a narcotics enforcement environment.
- At least ten (10) years combined experience within a criminal justice system, preferably with a supervisory/management focus.
- Ability to communicate effectively both verbally and in writing.
- Ability to plan and prepare extensive reports and documents.
- Substantial experience in formulating, administering, and managing budgets.
- Demonstrated ability to work effectively in an interagency environment with federal, state and local law enforcement.
- Proficiency with Microsoft Office products including Outlook, Word, PowerPoint and Excel.
- Applicant must also meet all requirements to obtain a Top-Secret Security Clearance prior to final acceptance.

Appointment

This appointment is subject to the review and approval of the STX HIDTA Executive Director and Executive Board. The position is federally funded, but the selected candidate will not be considered a "federal employee" for employment purposes. The Deputy Director will report to the STX HIDTA Executive Director. The Deputy Director will be required to comply with all requirements for employment established by the HIDTA Executive Committee.

A fringe benefits package of up to 30% of salary is negotiable. Relocation expenses are the responsibility of the successful candidate. The successful candidate will be required to pass a drug test to screen for illegal use of drugs prior to final approval. The South Texas HIDTA is an equal Opportunity/Reasonable Accommodation Employer; selection will be made without regard to race, gender, or national origin.

Application

All application materials will be kept strictly confidential. Application materials must be submitted to: director@stxhidta.net or by mail to:

Executive Director
South Texas HIDTA
4204 Woodcock Drive, Suite 100
San Antonio, TX 78228-1322
Email: director@stxhidta.net

All application materials must be received no later than the close of business, October 25, 2025. Each candidate shall submit a detailed resume, which includes the following information pertinent to this position:

- Education, experience and training completed
- Positions held and dates employed
- Level and scope of responsibility
- Personnel supervised
- Duties performed
- Program administration experience
- Names and addresses of three references

In addition, the applicant shall submit a 500-word composition articulating why the applicant should be considered for the position.