



South Texas High Intensity Drug Trafficking Area (HIDTA)
Unified Narcotics Intelligence Task Force (UNIT)
Commander, Contract Position
Closing Date: 10-10-2025 – 5:00pm CDT

General Description: Performs advanced senior-level managerial work administering the daily operations and activities of the Unified Narcotics Intelligence Task Force (UNIT), a South Texas HIDTA ancillary Investigative Support Center (ISC). Work involves establishing goals and objectives; developing guidelines, procedures, policies, and rules; and developing schedules, priorities, and standards for achieving established goals. Coordinate and evaluate UNIT activities; develop and evaluate budget requests; monitor budget expenditures. Plan, assign, and supervise the work of others. Coordinate information sharing between Federal, state, and local law enforcement agencies. Work under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Duties/Responsibilities:

1. Manage the day-to-day activities of staff within the UNIT.
2. Establish goals and objectives; develop and approve schedules, priorities, and standards for achieving goals.
3. Develop guidelines, procedures, policies, and rules.
4. Develops and implements techniques for evaluating intelligence products.
5. Provides technical guidance for intelligence production efforts of the UNIT.
6. Represents UNIT at meetings and conferences or on boards, panels, and committees.
7. Develop and evaluate budget requests and monitor budget expenditures.
8. Perform other duties as assigned.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside of a normal line of work.

General Qualifications and Requirements:

Education – Graduation from a standard senior-high school is required. Graduation from an accredited four-year college or university with a major in law enforcement, intelligence analysis, business administration, or a related field is preferred.

Experience – Minimum of six (6) years' experience performing analytic work in law enforcement, intelligence, military, or government environment; professional level work involving extensive research, analysis, or data compilation or correlation on a full-time basis required. Prior team lead or supervisory experience of an analytic team is preferred.

Licensure and/or Certification – Must possess a valid driver license from state of residence. Must be able to receive SECRET security clearance.

Regulatory Knowledge – Knowledge of intelligence and crime analysis processes; law enforcement operations; and analytical functions as it is related to criminal law enforcement is required. Working knowledge of, or the ability to rapidly assimilate information on the High Intensity Drug Trafficking Area (HIDTA) program and procedures relevant to Investigative Support Centers within the HIDTA program.

Supervisory/Managerial/Leadership Skills – Knowledge of management, public administration, and supervisory methods and principles, performance and productivity standards, and fiscal/budget management. Able to develop plans, policies, and procedures for efficient workflow and overall effectiveness. Must exhibit integrity; provide clear direction to subordinates; promote teamwork and be able to motivate others to accomplish goals.

Interpersonal Skills – Must demonstrate an ability to exercise poise, tact, diplomacy and an ability to establish and maintain positive, working/professional relationships with internal/external customers.

Organizational and Prioritization Skills – Must be organized, flexible, and able to effectively prioritize in a multi-demand and constantly changing environment; able to meet multiple and sometimes conflicting deadlines without sacrificing accuracy, timeliness or professionalism.

Presentation/Communication Skills – Must be able to construct and deliver clear, concise, and professional presentations to a variety of audiences and/or individuals.

Research and Comprehension – Must demonstrate ability to quickly and efficiently access relevant information and be able to utilize and/or present research and conclusions in a clear and concise manner. Knowledge of criminal intelligence systems and operating policies and guidance.

Analytical Reasoning/Attention to Detail – Must demonstrate an ability to examine data/information, discern variations/similarities, and be able to identify trends, relationships and causal factors, as well as grasp issues, draw accurate conclusions, and solve problems. Knowledge of the intelligence cycle process for developing raw information into finished intelligence products.

Confidentiality and Protected Information – Must demonstrate an ability to responsibly handle sensitive and confidential information and situations and adhere to applicable laws/statutes/policies related to access, maintenance and dissemination of information.

Safety – Must be able to work in a safe manner at all times, avoiding shortcuts that have potential adverse results/risks, and must be able to comply with safety standards and best practices.

Travel – Travel may be required for attendance and participation in regional and national meetings.

Physical and/or Environmental Demands – The physical and environmental demands described here are representative of those encountered and/or necessary for the successful performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Environment: Office;
- Ambulatory skills, e.g. stand, walk, sit, climb, balance, stoop, kneel, crouch;
- Hand-eye coordination and arm/hand/finger dexterity;
- Ability to speak, hear, smell, and exercise visual acuity;
- Ability to transfer weights of thirty (30) pounds anticipated for this position;
- Driving requirements: Occasional (10%).

Skill In – Utilizing computer hardware, such as personal computers, mainframes, scanners, printers; proficiency in utilizing MS Office Suite to include Excel, Word, PowerPoint, and Outlook, as well as records management systems.

Assignment Location – Brownsville, Cameron County, Texas. There is no reimbursement for moving expenses.

Compensation – Annual compensation is \$60,000 as well as up to 30% fringe.

Appointment - This position is federally grant funded on an annual basis. The UNIT Commander 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 the South Texas HIDTA Executive Board and continued funding.

Application – Interested parties should apply by submitting a cover letter and resume outlining their qualifications to: director@stxhidta.net.

Process – Submissions will be reviewed, and the highest rated applicants will be interviewed by members of the South Texas HIDTA.