

Texoma HIDTA
Deputy Director – Texoma HIDTA

Position Vacancy: Deputy Director – Texoma HIDTA (Contract)
Salary Range: Federal GS 14/1 General Schedule Equivalent + 30% + \$500 monthly vehicle Allowance+\$50 monthly cell phone allowance

Office Location: Irving, TX

The Deputy Director of the Texoma HIDTA is responsible for policy level administrative work and program development in the **Texas counties** of: Collin, Dallas, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Lubbock, Navarro, Parker, Potter, Randall, Rockwall, Smith and Tarrant. In the **Oklahoma counties** of: Canadian, Cleveland, Comanche, McIntosh, Muskogee, Oklahoma, Pittsburg, Rogers, Sequoyah, and Tulsa.

The Deputy Director is a contract employee of Navarro County, TX (the fiduciary of the Texoma HIDTA) and serves at the pleasure of the Executive Board of the Texoma HIDTA. In addition, employment is contingent upon annual HIDTA funding from the Office of National Drug Control Policy. This position is responsible to the Texoma HIDTA Director on policy and program related issues, and functions within the Office of the Director initiative, Texoma HIDTA.

Duties:

- Assist in planning innovative, comprehensive programs for the implementation of the Texoma HIDTA Strategy, and coordinate activities at the primary direction of the Texoma HIDTA Director. Assist in implementing strategic planning actions taken by the Director and the Texoma HIDTA Executive Board.
- Develop cooperative partnerships with federal, state, and local agencies, institutions, and foundations to complement communications between Texoma HIDTA programs.
- Plan, develop, and implement procedures for impact evaluation of initiatives within each county, and facilitate the operation of the Texoma HIDTA.
- Facilitate reporting of intelligence data and threat information to the Texoma HIDTA Investigative Support Center.
- Monitor DTO and PMP submissions, conducting regular group supervisory meetings, securing quarterly output reports, and organizing the Law Enforcement Committee Performance Review process, which provides fiscal and programmatic oversight of all initiatives.
- Reviews annual threat assessment to assist in the development of an effective overall strategy to meet the threat.
- Participates in the annual strategy submission to ONDCP.
- Provides administrative and programmatic guidance to participating agencies in the formulation of proposed and renewal initiatives and corresponding budget request, reviews them for content and format compliance.
- Prepares a draft of the Texoma HIDTA annual report for review and approval by the Director and Executive Board.
- Prepares reports, memos and other documents as required by standing committees and the HIDTA Director in fulfillment of the initiatives' mission and expected outputs.
- Assists in the establishment and maintenance of HIDTA-wide accounting system to ensure compliance with ONDCP program and GAO audit procedures.
- Serves as a liaison for HIDTA initiatives, area law enforcement agencies, public and private sector organizations and vendors interacting with HIDTA participants.

- Evaluates and recommends HIDTA initiative equipment acquisitions, reprogramming requests, and administrative systems.
- Works closely with the Systems Administrator to determine requirements for automation and technology needs for the Texoma HIDTA.
- Chair meetings to foster the sharing of information.
- Security clearance coordinator

Knowledge and Skills:

- Knowledge of innovative and model programs for combating substance abuse through law enforcement, prevention, treatment, deferred prosecution, corrections, community crime prevention, or community policing activities. Experience in preparation and management of grant programs and computerized databases is desirable.
- Skill in communicating and negotiating in small group settings, and in personal interactions to form coalitions.
- Ability to communicate effectively in written and verbal form.
- Budget experience and knowledge of accounting practices.
- Knowledge and experience in implementing performance management.
- Skill in monitoring data collection and compiling data necessary to make recommendations regarding planning and program development. Strong analytical skills are a prerequisite.
- Ability to plan and prepare extensive reports and documents
- A degree of understanding of the drug trafficking, violent crime, and associated investigative responsibilities and structure of state, federal, and local law enforcement agencies in the Texoma HIDTA area of responsibility.
- Ability to work effectively in an interagency environment with Federal, state, local and tribal law enforcement.

Qualifications:

- At least 15 years' experience as a criminal investigator with a Federal, State, local, or tribal law enforcement agency, with at least five years of management/supervisory level experience.
- Must be a U.S. Citizen obtain and retain a Secret level national security clearance.
- Must possess a valid driver's license
- Knowledge and experience with federal grant programs is preferred.

Highly Desirable Qualifications:

- Three (3) or more years of executive-level leadership serving as the executive responsible for approving and overseeing high-risk law enforcement operations, critical incidents, officer safety decisions, and crisis response involving significant operational, legal, and public scrutiny.
- Strategic management within a large law enforcement organization to include oversight of multiple law enforcement groups, major programs, or National/Regional investigative initiatives.
- Federal, state, and local policy development and implementation experience.
- Possesses the credibility and executive judgment gained through both operational command and executive leadership.

Travel within Texoma HIDTA area of responsibility and adjoining states is required. Travel, transportation and relocation expenses are not authorized and will not be paid by the Texoma HIDTA.

Submit resumes and letters of interest to: information@texomahidta.org by COB on Friday, **July 24, 2026**.

The Texoma HIDTA is an equal opportunity employer