

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

LOCATION: Doral, Florida

CONTRACT POSITION: Web/Multimedia Developer

ANNUAL COMPENSATION: \$ 68,000 – 78,000

POSTING: 4/24/26

CLOSING DATE: 5/25/26



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 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 HDTA 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.

Web/Multimedia Developer

The Web/Multimedia Developer is an in-person, part-time position (20 hours per week) responsible for supporting NHAC and HIDTA operations through the development, maintenance, and administration of web applications and multimedia resources. The role requires a balance of technical expertise, user support, and system reliability, with an expectation to respond to critical issues by phone outside normal office hours.

This position manages key HIDTA systems, including the HIDTA Portal, Resource Management System, and Survey System. Responsibilities include designing and updating user interfaces, creating and maintaining user documentation, managing accounts and permissions, conducting periodic audits of inactive users, and delivering training to HIDTA personnel. The developer provides ongoing technical support, troubleshoots system issues, and customizes system components such as sub-sites, libraries, lists, and surveys based on operational needs.

The role also includes providing web design consultation and maintaining NHAC's public websites, ensuring timely updates, system functionality, and compliance with current standards. The developer supports external HIDTA-related websites and assists contractors with updates as needed.

In addition, the Web/Multimedia Developer ensures all application systems remain secure and fully operational by managing software licenses, installing system and security updates, and resolving disruptions promptly.

The position further supports NHAC Training and Audit Units by delivering technology and multimedia solutions that enhance instruction and operational effectiveness. Overall, this role is critical to maintaining reliable, secure, and user-focused web systems, while providing responsive technical support to a diverse, nationwide user base.

REQUIREMENTS:

Résumés must specify experience and/or education that demonstrate qualifications for this position. Five references with their email addresses and phone numbers must be provided for verification. Preferred requirements include:

1. A minimum of five (5) years of progressively responsible experience in web and multimedia development, including the design, implementation, and maintenance of web-based applications and content management systems, is required.
2. Minimum of a four-year bachelor's degree.
3. Encompass behaviors and qualities that demonstrate reliability, respect, and accountability, ensuring a positive and productive work environment.
4. Ability to work effectively in an interagency environment, independently and with minimal supervision.
5. Strong organizational, operational, and administrative skills.
6. Ability to prepare clear and concise written communications. Demonstrate good written and oral communication skills.
7. Comprehensive proficiency in the use of Microsoft Office suite tools, i.e. Word, Excel, PowerPoint, and Outlook.
8. Familiarity with automated office equipment, i.e., computers, printers, telephone equipment, copy machines, fax machines, dictating equipment, bookbinding, calculators, video recorders, competency with standard office equipment and software such as Microsoft Office
9. Understanding of federal, state, and local guidelines, applicable laws, regulations, policies, and procedures affecting training
10. Experience with graphics and video editing
11. Experience with Adobe Photoshop
12. Experience with Web design, WordPress, and Visual Studio
13. Experience with survey design, execution, and analysis
14. Knowledge of Microsoft Azure Admin and SharePoint
15. Knowledge of SQL, database query
16. Knowledge of Web Technologies: HTML, ASPX, .Net Framework, JavaScript, Java and PHP

17. Knowledge of network security, Lan, Cloud
18. Be a U.S. Citizen and ability to obtain a "Secret" security clearance.
19. Strong written and verbal communication skills in English is required.

DUTIES:

Under the direction of the Training Unit Manager, the Training Coordinator performs such duties as:

1. Conducting needs assessments as directed by the NHAC Manager.
2. Responding in a timely manner to assignments.
3. Willingness to attend training to further enhance current skills.
4. Developing and hosting Web application systems to support HIDTA operations.
5. Knowledge of graphics and video editing,
6. Knowledge of Web technologies: HTML, ASPX, .Net Framework, JavaScript, Java, PHP,
7. Knowledge of SQL,
8. Knowledge of survey applications,
9. Knowledge of Microsoft Azure admin,
10. Experience of SharePoint administration.
11. Developing and hosting Web application systems to support HIDTA operations.
 - a. HIDTA Portal
 - i. Create and revise HIDTA Portal login page and landing page;
 - ii. Create and revise user instructions;
 - iii. Provide training to HIDTA IT managers;
 - iv. Create Organization Units and permission groups as needed;
 - v. Manage accounts;
 - vi. Survey HIDTAs every 6 months for dead accounts;
 - vii. Provide technical support;
 - viii. Troubleshoot as problems occur.
 - b. HIDTA Resource Management System
 - i. Create and update User instructions;
 - ii. Provide on-demand training;
 - iii. Customize HIDTA sub-sites as requested;
 - iv. Create custom libraries as requested;
 - v. Create or update custom lists as requested;
 - vi. Upload documents as requested;
 - vii. Provide technical supports;
 - viii. Troubleshoot as problems occur.
 - c. HIDTA Survey System
 - i. Manage organizations (Organization: HIDTAs, groups, initiatives...etc.);
 - ii. Manage user accounts;
 - iii. Create and update user's manual;
 - iv. Provide training (onsite or online);
 - v. Provide user support;
 - vi. Provide technical support;
 - vii. Create and run surveys as requested.
12. Providing Web design service and consultation to HIDTAs.

13. Providing Web site updates and application system updates when needed.
 - a. Design and maintain NHAC public website;
 - b. Install system updates on the web server;
 - c. Update NHAC public website as needed;
 - d. Assist the NHAC Contractor updating hidtaprogram.org and thenmi.org website.
14. Maintaining all application systems and making sure all operations are uninterrupted.
 - a. Renew software licenses;
 - b. Install software updates;
 - c. Install operation system updates as needed;
 - d. Install anti-virus software updates as needed;
 - e. Troubleshoot as system interruption occurred.
15. Assisting NHAC Training Unit and Audit Unit for technology and multimedia needs.

EDUCATION/EXPERIENCE:

Bachelor's degree in Computer Science, Information Technology, Web Development, Multimedia Design, or a related field is preferred. A minimum of five (5) years of progressively responsible experience in web and multimedia development, including the design, implementation, and maintenance of web-based applications and content management systems, is required. Experience should demonstrate proficiency in user interface design, system administration, troubleshooting, and providing technical support and training to end users. Equivalent combinations of education and relevant professional experience may be considered.

SUPERVISORY CONTROLS:

This position has no supervisory authority.

PHYSICAL DEMANDS:

The position requires extensive sitting at a computer workstation.

WORK ENVIRONMENT:

The work requires no risks or discomforts and is typically performed in an office setting; however, some travel is required.

APPOINTMENT:

This position is federally funded on an annual basis. The **Web/Multimedia Developer** will serve as an independent contractor and not as an agent, employee, or servant of an agency. This appointment and each or any subsequent appointments are subject to review and approval of ONDCP.

APPLICATION:

Interested parties should submit application by submitting a cover letter and resume outlining their qualifications to: Maria Zamora, mfzamora@nhac.org