

Employment Opportunity

West Texas High Intensity Drug Trafficking Area (West Texas HIDTA)

Executive Director – West Texas HIDTA

Closing Date: Friday, May 22, 2026 – 3:00 pm

The West Texas High Intensity Drug Trafficking Area (West Texas HIDTA) Executive Board is soliciting applications for the position of Executive Director for West Texas HIDTA.

This is a management-level position with programmatic responsibility over the operation of the West Texas HIDTA program, its various initiatives, and management staff.

Created by Congress in 1988, the National HIDTA Program coordinates and assists federal, state, local, and tribal law enforcement agencies to address regional drug threats with the purpose of reducing drug trafficking and drug production in the United States. The National HIDTA Program is a grant-funded program administered and supported by the Office of National Drug Control Policy (ONDCP).

The National HIDTA Program consists of 33 regional HIDTAs in all 50 states, Puerto Rico, the U.S. Virgin Islands, and the District of Columbia. Nationwide, the program comprises more than 900 investigative, interdiction, and intelligence-sharing initiatives. Regional HIDTAs collaborate closely with public health partners on innovative strategies to reduce fatal and non-fatal overdoses, and substance use by facilitating effective public safety & public health partnerships.

The West Texas HIDTA region is comprised of 12 counties in West Texas. The Executive Director exercises administrative, fiscal, programmatic oversight, and support of all West Texas HIDTA law enforcement, treatment and prevention, management, intelligence, and training initiatives. This position reports to and serves at the pleasure of the West Texas HIDTA Executive Board, in coordination with El Paso County, which serves in a fiduciary relationship.

The West Texas HIDTA Executive Director is a civilian employee of RM Personnel and Fiduciary; and has no law enforcement authority.

Position Summary

The West Texas HIDTA Executive Director is responsible for the successful implementation of the Executive Board's strategy and policies, as well as compliance with all grant-related activities.

Principal responsibilities for the West Texas HIDTA Executive Director include, but are not limited to:

- Providing day-to-day administrative, financial, and program management for the operations of HIDTA.
- Serving as the primary point of contact between West Texas HIDTA and ONDCP.
- Ensuring that West Texas HIDTA initiatives comply with National HIDTA Program requirements.
- Coordinating the preparation of the Annual Budget Request (ABR), Initiative Description & Budget Proposals, and of the Threat Assessment. Along with providing these documents to the Executive Board for its approval and submitting the approved documents to ONDCP.
- Advising the Executive Board concerning the performance of West Texas HIDTA Initiatives.
- Ensuring compliance with all National HIDTA policies, including all applicable financial rules and regulations, and those of the fiduciaries supporting the West Texas HIDTA.
- Exercising reprogramming authority, with the approval of the Executive Board.
- Ensuring that all initiatives and participating agencies receive relevant information and intelligence products in a timely manner.
- Ensuring that the West Texas HIDTA has taken appropriate measures to safeguard data and information housed with West Texas HIDTA systems.
- Ensuring that all West Texas HIDTA initiatives establish performance measures and establish a process to verify that the reported data is accurate, and entered into the appropriate systems in a timely manner.
- Overseeing an annual review process of each law enforcement, prevention, management, intelligence, and training initiative to ensure the program is achieving the mission and fulfilling the grant requirements.
- Developing, promoting, facilitating, and advancing interagency collaboration among partners, including law enforcement, military, judicial, prevention, and public health entities.

- Facilitating cooperation and information sharing among West Texas HIDTA partners by maintaining secure systems.
- Other duties as required by the Executive Board and the Fiduciary.

Knowledge, Skills, and Abilities

The West Texas HIDTA Executive Director must possess the following:

- Demonstrated & proven high-level leadership & managerial skills.
- Proven ability to communicate effectively.
- Exceptional writing and public speaking skills, to include the ability to provide informative briefings to public officials at all levels.
- High degree of creativity and initiative requiring minimal supervision and guidance.
- Excellent interpersonal and negotiation skills.
- Exceptional analytical skills.
- Strong experience managing technology to support performance, innovation, and information sharing.
- Experience with drug policies, including supply reduction, harm reduction, and demand reduction strategies built upon evidence-based practices.

Education and Experience

Minimum Qualifications

- US Citizen.
- Must possess a valid Driver's License.
- Must have an active Top-Secret Clearance or be able to receive one upon appointment.
- Extensive experience in the criminal justice system at the federal, state, or local level, preferably with a substantial background in administration, financial management, and strategic planning.
- Extensive experience overseeing the development, implementation, and ongoing evaluation of data systems to guide performance and response strategies.
- Extensive experience in budget preparation and familiarity with standard accounting practices.
- Extensive experience managing and developing public safety policies.
- Possess a Bachelor's Degree from an accredited college or university in a relevant field.

Preferred Qualifications

- Ten years of experience in executive level management.
- Significant grant management experience, including the development of a grant application, budget preparation, and audit response.
- Experience managing federal grants.
- An advanced degree in a related field.

Salary and Benefits

The successful candidate will be an employee of a third-party employment services company, RM Personnel. Salary range is equivalent to the Federal Government's GS-15, Step-1 pay scale (non-law enforcement, rest of US locality), dependent upon qualifications and experience of the applicant; and will also include a fringe package of up to 30% of salary through the third-party agency. Relocation expenses are the responsibility of the successful candidate. This position is federally funded with grant funds awarded to a Fiduciary Agent. The candidate selected will not be a federal employee, nor associated with any federal, state, or local agency. Therefore, the salary is dependent upon receipt of sufficient grant funds to the Fiduciary Agent from the Federal Government.

How to Apply

Applicants must be able to pass an extensive background investigation, be of good moral character, and exhibit proper skills to perform the duties of the job. The successful candidate will also be required to pass a drug screening for illegal substance use prior to final approval.

Please send resumes and references to:

West Texas HIDTA
5801 Acacia Circle
El Paso, TX 79912
Attn: Iris Herrera
915/532-9550

Or Email resumes and references to:

iherrera@westtexashidta.org

Resumes will be accepted until 3:00 pm MST – Friday, May 22, 2026