



Oregon-Idaho HIDTA Program

High Intensity Drug Trafficking Area

CONTRACT POSITION ANNOUNCEMENT

LOCATION: SALEM, OREGON

CONTRACT POSITION: HIDTA Program Coordinator

ANNUAL COMPENSATION: \$118,240

CLOSING DATE: July 17, 2017

PROGRAM SUMMARY:

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 President's National Drug Control Strategy. The mission of the HIDTA program is to enhance and coordinate America's drug-control efforts among local, state and Federal law enforcement agencies in order 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. The Oregon-Idaho High Intensity Drug Trafficking Area (HIDTA) was designated in June of 1999.

POSITION SUMMARY:

The Oregon-Idaho HIDTA Program Coordinator is an independent contractor that is responsible to the Oregon-Idaho HIDTA Director and Executive Board on policy and program related issues. The Program Coordinator duties include program administration and management as specified by the Oregon-Idaho HIDTA Director.

The HIDTA Director is responsible for all aspects of the program. The Program Coordinator receives policy guidance from the HIDTA Executive Board and appropriate subcommittees and works independently for the HIDTA Director. The Program Coordinator ensures continuity of operations and compliance with HIDTA program priorities, objectives and requirements. The Program Coordinator is a member of the HIDTA Director's staff and provides staff level services to include budget formulation and execution; management of designated program operations; program evaluation and analysis; intelligence policy adherence and oversight. This position ensures compliance with HIDTA priorities, objectives, outputs and desired outcomes. The Program Coordinator assists the Director as required to achieve the HIDTA program's vision and mission.

RESPONSIBILITIES:

The Program Coordinator

- is designated as the HIDTA Training Coordinator; prepares and manages an annual training initiative budget; conducts an annual training needs assessment; coordinates a minimum of four training programs annually to HIDTA participants and law enforcement agencies; reviews and makes appropriate decisions regarding training requests and proposals; represents the Oregon-Idaho HIDTA at national Training Coordinator meetings;
- is designated as the HIDTA Performance Management Program (PMP) Coordinator; responsible for all aspects of performance management to include; approval of drug trafficking (DTO) and money laundering organization (MLO) designations and database entries, quarterly reporting, PMP system user management and training; promotes, develops and maintains a system for tracking operational and statistical performance data needed by the HIDTA and/or participating HIDTA agencies;
- analyzes Oregon-Idaho HIDTA PMP data and assists with the writing of an annual report that conforms with ONDCP Program Policy and Budget Guidance;
- represents the Oregon-Idaho HIDTA at national PMP user group meetings and assists in the production of the PMP system where required;
- plans, develops, coordinates and executes the annual HIDTA internal review program;
- assists as directed in formulating policies and implementing strategic planning for the Director and the Executive Board;
- provides general oversight and coordination for the preparation of annual initiative proposals. Ensures that priorities and objectives are clearly identified and realistic and consistent with other HIDTA programs and initiatives. Assists the Director's Financial Manager by providing advice, guidance and assistance to task force managers and enforcement initiative supervisors during their preparation of annual HIDTA budgets;
- assists in the coordination of the HIDTA's intelligence system operations to ensure compliance with the General Counterdrug Intelligence Plan, ONDCP Budget Policy and Program Guidance and other national and HIDTA program intelligence guidelines;
- monitors and coordinates the HIDTA intelligence function in order to provide optimal service to HIDTA initiatives and participating agencies through system evaluation and analysis. Identifies and reports additional funding needs to the Director, and facilitates reprogramming of funds where needed;
- facilitates and/or assists the Investigative Support Unit staff in the production of required annual and periodic reports such as the Annual Report, Threat Assessment, Counter-drug Strategy, and other strategic and tactical intelligence and information documents;
- works cooperatively and collaborates with other HIDTA program managers and coordinates program activities to ensure the Oregon-Idaho HIDTA meets the HIDTA/ONDCP developmental standards for intelligence centers;
- understands national intelligence system requirements and monitors the status and progress of the HIDTA intelligence program to ensure interconnectivity and conformity to national requirements, which requires direct communication and coordination with hosting, participating agency information technology staff. Recommends improvements in intelligence program coordination and periodically reports to the Director and HIDTA Executive Board and its subcommittees;
- analyzes all aspects of the intelligence program to identify new requirements, deficiencies, critical problems, progress toward objectives, and the need for program revision;

- assists in planning innovative, comprehensive programs to meet the drug and regional crime threat as well as promoting the HIDTA's enforcement and intelligence strategies;
- plans for future requirements and develops short, medium and long term plans to meet the HIDTA mission;
- fosters, develops and maintains cooperative partnerships with federal, state and local agencies and institutions to promote and enhance communications between HIDTA programs and initiatives;
- represents the HIDTA program and Director by participating in law enforcement meetings and community forums in furtherance of the HIDTA mission;
- assists the Director as required with overall program administrative issues which may include drafting and responding to ONDCP-HIDTA correspondence, reviewing, planning, organizing, and implementing programmatic changes, analyzing and suggesting solutions to management issues plus oversight and analysis of enforcement and support initiative budgets; and,
- performs other duties as required to achieve the Oregon-Idaho HIDTA mission.

QUALIFICATIONS:

The Program Coordinator will possess:

Education and Professional Experience

- a bachelor's degree in criminal justice, public administration or a similarly related discipline from an accredited college or university, or a combination of law enforcement and analytical experience, training and education that would likely provide the knowledge, skills and abilities required for the position;
- at least ten years of recent experience in a criminal justice agency with a minimum of five years of management experience;
- drug and gang law enforcement and analytical experience;

Knowledge and Skills

- knowledge of law enforcement operations focused on drug and gang related crime and criminal investigations;
- knowledge of various training resources available throughout the law enforcement, public, and private sectors;
- understanding of federal, state and local guidelines, applicable laws, regulations, policies and procedures affecting law enforcement training;
- good working knowledge of Microsoft Word, PowerPoint, Excel, Outlook and website management;
- knowledge of public budgeting and accounting practices;
- strong project management, coordination and implementation skills;
- proficiency in data collection, analysis and interpretation;
- knowledge of the Oregon-Idaho HIDTA program purpose, mission, vision and operations;

Desired Attributes

- a valid driver's license and vehicle suitable for traveling long distances;
- the ability to obtain a secret, federal level security clearance;
- a willingness and ability to travel occasionally by air and personal vehicle for training, meetings and other program needs;
- excellent interpersonal skills to include verbal and written;

- excellent presentation skills;
- the ability to exercise discretion and maintain confidentiality;
- the ability to work independently and set priorities to meet the demands of the position; the ability to establish and modify priorities; and,
- the ability to represent the Oregon-Idaho HIDTA professionally in all encounters with the Oregon-Idaho HIDTA constituents and stakeholders.

APPOINTMENT:

This position is federally funded on an annual basis. The Program Coordinator will serve as an independent contractor and not as an agent, employee or servant of an agency. The Program Coordinator will report to the Oregon-Idaho HIDTA Director who will oversee the Program Coordinator's personal services contract. This appointment and each or any subsequent appointments are subject to review and approval of the Oregon-Idaho HIDTA Executive Board. The selected applicant must be able to pass a background investigation and obtain a federal secret level security clearance.

The compensation package is the equivalent of Federal GS-13, step 1 (presently \$90,955) with 30% added in lieu of fringe benefits (\$27,285).

APPLICATION:

Interested parties should submit a cover letter and resume to:

Director Chris Gibson
Oregon-Idaho HIDTA
4190 Aumsville Highway
Salem, Oregon 97301

-or-

chris.r.gibson@state.or.us