

ARIZONA HIDTA EXECUTIVE DIRECTOR APPLICATION ANNOUNCEMENT

Location: Arizona HIDTA, Tucson Arizona

Position: HIDTA Executive Director

Salary Range: \$115,000 - \$160,000 (to be negotiated)

Closing Date: September 24, 2010

The Arizona High Intensity Drug Trafficking Area (HIDTA) is one of five regions in the Southwest Border HIDTA. It serves as a consortium that coordinates and supports efforts to control drug trafficking, drug money laundering, and related violence. It includes law enforcement agency-led Initiatives engaged in intelligence and enforcement activities.

The Executive Director of the Southwest Border HIDTA in Arizona provides Executive Level leadership and guidance for all HIDTA Initiatives within the State of Arizona. The Executive Director reports to the Executive Committee, which is comprised of an equal number of agency heads from Federal and non-Federal (State, local and Tribal) agencies that contribute resources to the Arizona HIDTA. The Executive Committee is led by a Chair and Vice-Chair. These positions rotate between a Federal and non-Federal agency head on an annual basis. This management position will be located in Tucson, Arizona and will serve as the liaison between the Arizona HIDTA Executive Committee, Southwest Border HIDTA, and other HIDTAs throughout the United States, the National HIDTA Director, and ONDCP.

The two overarching objectives of the Arizona HIDTA are to (1) disrupt the market for illegal drugs by dismantling or disrupting drug trafficking and/or money laundering activities and (2) improve the efficiency and effectiveness of HIDTA Initiatives.

Major Duties and Responsibilities

In order to accomplish the goals of the Arizona HIDTA, the Executive Director of the Arizona HIDTA;

Leadership

- Works for the Arizona HIDTA Executive Committee and provides programmatic oversight, management and leadership of the HIDTA Program within Arizona.
- Provides advice and counsel to the Arizona HIDTA Executive Committee concerning the status, direction, and success of the Arizona HIDTA Initiatives, programs, and ONDCP requirements.
- Under the general direction and guidance of the Arizona HIDTA Executive Committee, forms a cohesive and mutually supportive team for coordination and management of the Arizona HIDTA Program.
- Solicits multi-agency participation; develops combined Initiatives and corresponding budgets.

- Establishes an orientation process for new Arizona HIDTA Executive Committee members, new participating agencies, and new Initiative supervisors, which addresses the specific responsibilities of each, and the general requirements of the HIDTA Program.

Program Management and Accountability

- Keeps the Arizona HIDTA Executive Committee apprised of all ONDCP programs and requirements.
- Meets with Initiative Commanders and HIDTA staff on a regular and recurring basis.
- With the approval of the Arizona HIDTA Executive Committee, develops and submits in the proper format on the required dates the four major requirements of the HIDTA Program: Threat Assessment, Strategy, Initiatives/Budgets, and the Annual Report.
- Exercises programmatic, administrative, and fiscal oversight in support of all Arizona HIDTA Initiatives to ensure they are in compliance with ONDCP HIDTA Program Guidance, Policy, and other program requirements.
- With the approval of the Arizona HIDTA Executive Committee, exercises reprogramming authority as described in HIDTA Program Policy & Budget Guidance.
- Helps Initiatives establish adequate performance measures as described by ONDCP, and establishes a process to verify that the reported performance data are accurate and valid.
- Establishes and participates in an annual internal review process to determine whether each Initiative is being implemented as described in the budget submission to ONDCP, complies with all HIDTA Program requirement, and is achieving its performance goals.
- Establishes and maintains a bar-coding/automated central inventory tracking system for equipment and property purchased with HIDTA funds.
- Serves as the grant recipient's point-of-contact for assistance and resolution of HIDTA related financial issues.

Coordination/Information Sharing

- Promotes regional and national cooperation among HIDTA Initiatives and other law enforcement agencies.
- Serves as the point-of-contact between the Arizona HIDTA Executive Committee, other HIDTAs and ONDCP.
- Develops an intelligence and information sharing plan for the HIDTA that implements the National HIDTA Intelligence System Strategic Plan and meets the requirements specified by ONDCP Guidance.
- Facilitates the enhanced coordination and flow of information between and among the Arizona HIDTA and non-HIDTA agencies.

Supervision

- Exercises direct supervisory control only over the Management and Coordination Initiative, Training, or Information Technology Initiative (including any information technology contracts). Note: the HIDTA Executive Director, as well as any other HIDTA-funded administrative personnel with the Arizona HIDTA, shall not have operational control or authority over any Initiative other than the Management and Coordination Initiative to which they are assigned.
- Hires and manages all support personnel on the Executive Director's staff, at the discretion and approval of the Arizona HIDTA Executive Committee.

- Travels on official HIDTA business on behalf of the Arizona HIDTA Executive Committee or ONDCP. The Arizona HIDTA Executive Director will be held accountable to the Arizona HIDTA Executive Committee for all travel that is performed.
- Performs additional duties or requirements identified by the Arizona HIDTA Executive Committee, consistent with ONDCP HIDTA Program Guidance Policies and Procedures and that enhance the overall HIDTA Program.

Other Job Related Requirements

- Interpersonal and negotiation skills.
- Ability to communicate effectively in written and verbal form.
- Budget experience and knowledge of accounting practices.
- Ability to plan and prepare extensive reports and documents.
- Personal experience in the area of criminal investigations and drug law enforcement.
- Knowledge of State, local and Federal grant processes.

Minimum Qualifications

- A bachelor's degree from an accredited college or university.
- A United States citizen with a minimum of 10 years experience in a local, State or Federal law enforcement agency with a minimum of five years significant management responsibility;
- Knowledge of drug related crimes from investigation through prosecution;
- Familiarity with national and regional intelligence organizations, sources and procedures;
- Exceptional interpersonal and negotiation skills;
- Basic computer skills and the ability to plan, write, and prepare extensive reports and documents;
- Applicants must also meet all requirements to obtain a Top Secret Security Clearance prior to final acceptance.

Appointment

This position is federally funded, but the selected candidate will not be considered a Federal employee for employment purposes. The HIDTA Executive Director will report to the Chairman or designee of the Arizona HIDTA Executive Committee, and will serve at the pleasure of this Committee by virtue of a four year renewable contract based on performance and the availability of continued funding. The HIDTA Executive Director will be required to comply with all requirements for employment established by the Arizona HIDTA Executive Committee. This appointment is subject to the review and approval of the ONDCP Director. The negotiated employment contract will include base salary and benefits within the applicable salary range.

Application

All application materials will be kept strictly confidential.

Application materials should be submitted to: jblackburn@azcjc.gov or mailed to:

John A. Blackburn, Jr.
Executive Director
Arizona Criminal Justice Commission
1110 W. Washington, Suite 230
Phoenix, Arizona 85007

All application materials must be received no later than the close of business September 24, 2010.

Each candidate shall submit a detailed resume, which includes the following information pertinent to this position:

- Education, experience and training completed;
- Positions held and dates employed;
- Size of operation;
- Level and scope of responsibility;
- Personnel supervised;
- Duties performed;
- Program administration experience; and
- Names and addresses of three references.

Additional Information

Interview and relocation expenses are not reimbursable.

The Arizona HIDTA is an Equal Employment/Affirmative Action/Reasonable Accommodation Employer. In compliance with the American with Disabilities Act (ADA), the Arizona HIDTA will make reasonable accommodations during any and all phases of the selection process for a person with disabilities. Persons with such a disability may request reasonable accommodation by contacting John A. Blackburn Jr. at the listed address or email. Requests should be made as early as possible to allow sufficient time to arrange the accommodation.