

SOUTHWEST BORDER HIGH INTENSITY DRUG TRAFFICKING AREA  
ARIZONA REGION

**Deputy Director**

DATE OF ANNOUNCEMENT: February 22, 2011

CLASS TITLE: Deputy Director  
SWB HIDTA, Arizona Region

TYPE OF APPOINTMENT: Contract Employee

LOCATION: Phoenix or Tucson, AZ

**SUMMARY STATEMENT:**

Under general direction of the HIDTA Director, supports Arizona High Intensity Drug Trafficking Area (HIDTA) initiatives by reviewing programs, coordinating and facilitating the completion of Executive Committee evaluations, coordinating and facilitating the completion of publications and administrative services, disseminating policy and program guidance, participating in working groups, and monitoring facilities of the Arizona HIDTA Region. Serves as a liaison between the Arizona Region Director and the Arizona HIDTA Region initiatives. May also communicate with the Arizona HIDTA Region Executive Committee, Office of National Drug Control Policy (ONDCP) and National HIDTA Assistance Center. Performs related duties as assigned.

**ESSENTIAL FUNCTIONS (not intended to be all inclusive):**

1. Monitors, coordinates and reviews administrative policies, publications and annual reporting requirements to provide timely services and support to the fiduciary, the Arizona HIDTA Region initiatives, the Arizona Region Director, and Arizona Region Executive Committee.
2. Performs on-site reviews of initiatives or assigned initiative personnel to provide guidance and help ensure compliance with programs and policies.
3. Establishes and maintains the Executive Committee evaluation process of the Arizona Initiatives and maintains the records for three years or until the ONDCP inspection is complete.
4. Prepares and presents executive level briefings to Arizona Region initiative management, the Executive Committee and other law enforcement agencies.
5. Disseminates policy and procedural information to Arizona Region initiative management, the Executive Committee and other law enforcement agencies.
6. Provides administrative staff support, to include: providing staff training opportunities; coordinating projects; recognizing and creating award submissions; monitoring approved performance measures, goals, objectives and priorities in accordance with the ONDCP Program Guidance and Budget Policy and the Arizona Region strategic plan.
7. Develops and maintains an effective working relationship with the Initiative Commanders, Fiduciary, HIDTA Director, and members of the HIDTA Executive Committee, other HIDTAs, and ONDCP.
8. Supports initiatives' budgeting needs by conducting needs assessments, preparing supplemental funding requests and participating in budget and grant formulation.
9. Facilitates and assists with the disbursement of ONDCP discretionary funding to include Native American Projects, Domestic Highway Enforcement, Special Projects, etc.
10. Develops and maintains a working knowledge of the ONDCP/HIDTA Performance Management Process.
11. Serves as liaison and facilitates communication for Arizona HIDTA initiatives with other initiatives, task forces, military agencies, or private sector organizations. Promotes regional cooperation among law enforcement agencies.
12. Monitors and coordinates with initiatives on indirect support activities and participating service requirements.

13. Participates in working groups and/or planning forums to conduct special studies, research and formulate policies.
14. Assists with the coordination of the Arizona HIDTA subcommittees to include Management Subcommittee (Annual Report, Attorney Project, etc.), Finance Subcommittee (Budget preparation and oversight, Native American Project, etc.), and Intelligence Subcommittee (Threat Assessment and Strategy, JTTF participation, etc.).
15. Participates in establishing Arizona Region long-range plans to include development of strategic goals and objectives compatible with ONDCP, HIDTA and Arizona Region Executive Committee strategic plans.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

### **KNOWLEDGE OF:**

1. operational analysis and decision-making techniques for resource allocation and organizational effectiveness.
2. the principles and practices of administration including long range planning, resource management and budget execution.
3. the theories, principles and practices of planning for program/project development.
4. state and federal statutes, laws and regulations applicable to ONDCP or HIDTA program administration.
5. the principles and practices of grant program applications and administration in a multi-jurisdictional operating environment.
6. the principles and practices of budget preparation and management.
7. advanced mathematics, accounting and statistics.
8. professional development training methods and principles.
9. principles and practices of group dynamics, teamwork and organizational motivation.
10. the rules of English grammar and composition to prepare, review and edit complex documents.
11. report writing techniques required to produce analytical and technical reports in appropriate format.
12. research techniques involving both governmental and commercial databases, internet sites and open source information related to assigned areas of responsibility.
13. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
14. records management systems (automated and manual files).

### **SKILL IN:**

1. composing, editing and proofreading a variety of correspondence, reports and forms.
2. the use of computer software programs.
3. the use of computer keyboard devices.

### **ABILITY TO:**

1. exercise sound judgment in safeguarding confidential or sensitive information.
2. independently perform detailed administrative assignments of a difficult nature with a high degree of accuracy.
3. evaluate programs and services, identify problems, analyze alternatives and make recommendations.
4. accurately interpret policies and procedures to provide and clarify information.
5. research, gather, manipulate, analyze and evaluate information and statistics.
6. organize, prioritize and perform multiple tasks.
7. work within stringent deadlines to complete projects and assignments.
8. develop feasible short- and long-range plans and goals to project and develop programs and projects.
9. establish and maintain effective working relationships with those contacted in the course of assignments.
10. develop, lead or participate in teams or workgroups.
11. effectively communicate orally and in writing with all levels.

12. read, comprehend, and interpret complex written materials.
13. prepare and deliver presentations to small and large audiences.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

Office setting.

**ADDITIONAL REQUIREMENTS:**

Extensive travel required to perform certain work functions.  
May be required to work extended or irregular hours to fulfill contract requirements.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's Degree in a related field or equivalent experience.
- A United States citizen with managerial experience/skills with a minimum of ten years experience in a criminal justice system agency; preferably with 5 years of 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.
- The ability to communicate effectively in written and verbal form.
- Budget experience and knowledge of accounting practices.
- Basic computer skills and the ability to plan, write, and prepare extensive reports and documents.
- Applicants must also meet all the requirements to obtain a Secret Security Clearance prior to final acceptance.

**APPOINTMENT:**

This position is federally funded, but the selected candidate will not be considered a federal, state, or local agency employee for employment purposes. The Deputy Director will report to the Southwest Border HIDTA Arizona Region Director and will serve by virtue of an annual renewable contract based on performance and the availability of continued funding.

The Deputy Director will be required to comply with all requirements for employment established by the Arizona Region Director, the Arizona HIDTA Executive Committee and ONDCP.

The negotiated employment contract will include a salary within the stated salary range.

**APPLICATION PROCESS:**

Submit a resume of qualifications and an example of your written work product to:

Elizabeth Kempshall Director  
Arizona High Intensity Drug Trafficking Area  
6868 South Plumer  
Tucson, Arizona 85756

Or email your resume to: [Director@azhidta.org](mailto:Director@azhidta.org)

**SUBMIT APPLICATIONS BY: March 8, 2011**

Applicants will be screened and only the most qualified candidates will be interviewed.

**COMPENSATION:**

The Deputy Director is a contract position renewable yearly based upon performance and program continuation. The salary ranges from \$128,559.60 to \$132,844.40