



Employment Opportunity Washington Baltimore High Intensity Drug Trafficking Area (W/B HIDTA)

**Executive Director – W/B HIDTA
Closing Date – November 1, 2023**

Overview

The Washington/Baltimore High Intensity Drug Trafficking Area (W/B HIDTA) Executive Board is soliciting applications for the position of Executive Director – W/B HIDTA. This is a management-level position with programmatic responsibility over the operation of the W/B 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 W/B HIDTA region is comprised of the District of Columbia, and parts of Virginia, Maryland, and West Virginia. The Executive Director exercises administrative, fiscal, and programmatic oversight and support to all W/B HIDTA law enforcement, treatment and prevention, management, intelligence, and training initiatives. The position reports to and serves at the pleasure of the W/B HIDTA Executive Board, in coordination with the University of Baltimore, which serves in a fiduciary relationship.

The W/B HIDTA Executive Director is an employee of the University of Baltimore.

Position Summary

The W/B 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.

The W/B HIDTA Executive Director's principal responsibilities include, but are not limited to:

- Providing day-to-day administrative, financial, and program management for the operations of the HIDTA.
- Serving as the primary point of contact between the W/B HIDTA and the ONDCP.
- Ensuring that W/B HIDTA initiatives comply with National HIDTA Program requirements.
- Coordinating the preparation of the Annual Budget Request (ABR) and Threat Assessment, 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 W/B HIDTA initiatives.
- Ensuring compliance with all National HIDTA policies, including all applicable financial rules and regulations, and those of the fiduciaries supporting the W/B 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 W/B HIDTA has taken appropriate measures to safeguard data and information housed within W/B HIDTA systems.
- Ensuring that all W/B 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 for each law enforcement, treatment, 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, treatment, prevention, and public health entities.
- Facilitating cooperation and information sharing among W/B HIDTA partners by maintaining secure systems.
- Providing oversight of key W/B HIDTA data systems including the Performance Management Process (PMP), Case Explorer (CE), the Overdose Detection Mapping Application Program (ODMAP), the Communications Analysis Portal (CAP), and other W/B HIDTA data systems and tools.
- Other duties as required by the Executive Board and the Fiduciary.

Law Enforcement Duties

None. The Executive Director is a civilian employee of the fiduciary.

Knowledge, Skills, and Abilities

The W/B HIDTA Executive Director must possess the following:

- Demonstrated high-level leadership skills.
- Proven ability to communicate effectively.
- Exceptional writing and public speaking skills, to include the ability to provide informative briefings for 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

- U.S. citizen.
- Must possess a valid driver's license.
- Must have an active Top Secret Security clearance at time of 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.
- Experience managing drug treatment and prevention programs.
- 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.
- Posses a Bachelor's Degree from an accredited college or university in a relevant field.

Preferred Qualifications

- Ten years of experience in executive level management.
- Three years or more working within a HIDTA.
- Experience in the management of national data platforms.
- 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

This is a staff position at the University of Baltimore, which will be compensated in accordance with the pay scale as set by the Executive Board in cooperation with the fiduciary. The position will be offered full University benefits.

Application Process

To apply, please submit a resume and cover letter to:

Veronica Pallutch

Vpallutc@wb.hidta.org

Applications must be submitted by 5:00 PM on November 1, 2023.