



OHIO HIGH INTENSITY DRUG TRAFFICKING AREA  
Investigative Support Center  
984 Keynote Circle  
Brooklyn Heights, OH 44131-1828  
Phone 216-739-3500 Fax 216-739-3518

## **POSITION ANNOUNCEMENT**

### **DIRECTOR**

**Ohio High Intensity Drug Trafficking Area  
OHIDTA  
Cleveland, Ohio**

The Executive Committee of the Ohio High Intensity Drug Trafficking Area (OHIDTA) is currently seeking candidates to fill the senior staff position of Director. This position is a contract position dependent upon yearly federal HIDTA funding.

The individual selected will be responsible to, and will be the principal advisor for, the Executive Committee of the Ohio High Intensity Drug Trafficking Area regarding HIDTA management issues confronting Law Enforcement Agencies pertaining to drug trafficking in the State of Ohio. The director reports directly to the Chairman of the Executive Committee and is responsible for the complex administrative work involving, budgeting, planning, organization, directing and administering the day-to-day operations of the Ohio HIDTA program.

The individual will have comprehensive financial management, organization, public relations, personnel oversight responsibilities for the Ohio HIDTA, and will participate in the formulation of the National Drug Control Strategy and HIDTA Program Guidance. They will manage the administration of Ohio HIDTA initiatives and, as such, conduct studies, develop policies and procedures, and develop plans to enhance HIDTA programs. Provide fiscal oversight function of the multiple Federal, State, and Local Law Enforcement Agency sponsored Initiatives, including Military support in the accomplishment of HIDTA goals and objectives as directed by the Office of National Drug Control Policy. Requires significant commitment of time and energy to include occasional evening and weekend meetings/conferences; and overnight travel requirements. Participation in many coordinating meetings, representing the Ohio HIDTA with law enforcement and community groups.

#### **Minimum Qualifications:**

A United States citizen with a strong management background and solid administrative skills. The candidate must have significant experience, at least 10 years in any one of the following areas: counter-drug operations, law enforcement, military, and/or joint intelligence requirements. A Bachelors Degree is required and a Masters Degree is preferred. The candidate must have an understanding of the National Drug Control Strategy and its implementation in the Ohio High Intensity Drug Trafficking Area. The candidate must fully understand the HIDTA concept of regional cooperation and have the ability to implement it. The candidate should have experience

in giving briefings to senior officials and have the interpersonal skills necessary to deal effectively with state, local, and federal senior officials.

The individual selected will manage a staff augmented by approximately 12 personnel attached from other agencies operating in direct support, as well as other contract employees.

This position requires familiarity with national and regional intelligence organizations, sources, and procedures.

Also requires familiarity with all Microsoft Office products to include Word, Access, and Excel, and Outlook.

#### **Security Clearance Requirements**

Applicants must also meet all requirements to obtain and retain a Top Secret Federal security clearance appropriate for the Director's anticipated duties.

#### **Responsibilities:**

The Ohio HIDTA Director is responsible for the successful implementation of the Executive Committee's Strategy and Policies. The principal responsibilities of the Ohio HIDTA Director shall be to:

- Provide day-to-day administrative, financial, and program management for the Ohio HIDTA;
- Facilitate and encourage the development of innovative approaches to drug law enforcement;
- Determine whether Ohio HIDTA initiatives are in compliance with HIDTA Program requirements;
- Advise the Executive Committee concerning the performance of Ohio HIDTA Initiatives; and
- Exercise Reprogramming authority as adopted by the Ohio HIDTA Executive Committee, which is consistent with HIDTA Program Guidance and Policy.

#### **Liaison with ONDCP**

The Ohio HIDTA Director serves as the point of contact between the Executive Committee and ONDCP on all HIDTA matters, keeps the Executive Committee apprised of all ONDCP policies and requirements related to the HIDTA, and represents the Ohio HIDTA at national forums.

As part of this liaison responsibility, ONDCP may request the Ohio HIDTA Director to engage in activities or serve on committees that benefit the HIDTA Program.

#### **ONDCP – Required Documents**

The Ohio HIDTA Director is responsible for coordinating the preparation of the Ohio HIDTA's Threat Assessment, Strategy, Initiative Descriptions and Budget Proposals, and Annual Report, and for submitting these documents to the Executive Committee for its approval.

**Financial Management Responsibilities**

The Ohio HIDTA Director is responsible for ensuring the Ohio HIDTA complies with all financial management guidelines and policies of the HIDTA Program and, with the approval of the Executive Committee, exercises reprogramming authority. The Ohio HIDTA Director is the grant recipient's point of contact for assistance and resolution of Ohio HIDTA-related financial issues.

**Property Control**

The Ohio HIDTA Director shall ensure that the property management requirements are met.

**Performance Measures**

The Ohio HIDTA Director shall help initiatives to establish adequate performance measures and shall establish a process to verify that the reported performance data are accurate and valid.

**Review of HIDTA Initiatives**

The Ohio HIDTA Director shall establish and participate in an annual internal review process, or self-inspection, to determine whether each initiative is being implemented as described in the budget submission to ONDCP, complies with all HIDTA Program requirements, and is achieving its performance targets. The Ohio HIDTA Director may delegate this internal review process with the requirement that the results or findings be provided to the Ohio HIDTA Director for appropriate action.

The Ohio HIDTA Director shall ensure the findings of this internal review are provided in writing to the initiative supervisors and to the Executive Committee. Upon request, the internal review shall be provided to the designated ONDCP policy analyst.

The results of these annual reviews must be retained at the Ohio HIDTA for three years or until the completion of an on-site review by ONDCP, whichever is later.

**Control and Coordination of HIDTA Initiatives**

The Ohio HIDTA Director shall have administrative and coordination oversight responsibility for all initiatives, but shall have supervisory control only over the management and coordination initiative and training and information technology activities, including any information technology contracts, of the Ohio HIDTA. Neither the Ohio HIDTA Director nor his staff shall supervise an Enforcement or Intelligence Initiative or a Support Initiative not devoted to training. The Ohio HIDTA Director may require initiative supervisors to report information related to administrative, financial, and performance requirements.

The Ohio HIDTA Director shall develop a process for facilitating the coordination and flow of information between and among initiatives and participating agencies. This process, which may include meetings or conference calls involving initiative managers/supervisors, must be conducted at least semi-annually.

**Orientation Process**

The Ohio HIDTA Director shall establish an orientation process for new Executive Committee members, new participating agencies, and new initiative supervisors that address the specific responsibilities of each and the general requirements of the HIDTA Program.

**Other Duties**

The Ohio HIDTA Director shall perform other duties as assigned by the Executive Committee. Additional duties must be consistent with HIDTA Program requirements and must contribute to the operation of the Ohio HIDTA.

**Salary and Benefits:**

The salary is equivalent to GS15 step 1 through 5 (\$115,981.00 - \$131,446.00) per year. Benefits, not to exceed 28%, will be added based on the schedule of the agency responsible for payroll. A car allowance and cell phone will be provided.

**Travel for purposes of interview and/or relocation expenses cannot be reimbursed.**

Questions may be directed to C. Frank Figliuzzi at (216) 622-6601 and/or D. Scott Lee at (216) 491-1240.

**Application Process:**

Resumes along with the completed application questions on the last page should be submitted by U.S. Mail to:

C. Frank Figliuzzi, SAIC  
FBI Cleveland  
1501 Lakeside Avenue  
Cleveland, OH 44114

**Application Deadline:**

Monday, May 11, 2009, at 5:00 p.m.

**References:**

Provide up to five references who can verify your employment; education; and experience. We will be contacting these individuals, as well as others, so be sure to include up-to-date telephone numbers.

The Ohio HIDTA is an Equal Opportunity/Reasonable Accommodation Employer. The Ohio HIDTA provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**(Please limit your responses to the space provided following each question)**

1. Provide the best example of your experience in staffing, obtaining funding, and coordinating a multi-agency task force/major investigative effort.
2. If selected as the HIDTA Director, what strategies will you implement with local law enforcement agencies and multi-agency task forces to carry out effectively anti-drug activities?
3. What procedures would you implement to ensure that information is dissemination to local law enforcement agencies?
4. Discuss the managerial, budgetary, and administrative experience you possess which would enable you to serve as Director of the Ohio HIDTA.
5. Specify your experience in strategic planning and/or threat assessments in dealing with drug or general law enforcement issues.