

REQUEST FOR RESUMES

NC HIDTA/NCRIC Deputy Director

The Northern California High Intensity Drug Trafficking Area (NC HIDTA)/ Northern California Regional Intelligence Center is recruiting an Extra-Help San Mateo County Special Projects Coordinator I to serve as a Deputy Director. This Extra-Help position will expire on June 30, 2021 and is currently undergoing a compensation and classification study for an unclassified San Mateo County position. The Special Projects Coordinator I will perform the responsibilities of the Deputy Director that are specified at the direction of the NC HIDTA/NCRIC Executive Director and/or the NC HIDTA/NCRIC Executive Board.

The Special Projects Coordinator I position is located in the Federal Building at 450 Golden Gate Avenue, San Francisco, CA. The hours of on-site operation for the NC HIDTA/NCRIC are Monday through Friday; 7:00 a.m. - 5:30 p.m. The Special Projects Coordinator assigned to the position may be called on to respond 24 hours a day and 7 days a week to manage the NC HIDTA/NCRIC response to major critical incidents or major special event support. The Special Projects Coordinator I will be employed as an Extra-Help employee through the San Mateo County Sheriff's Office, fiscal and administrative agent for the NC HIDTA/NCRIC.

DESCRIPTION OF SERVICES TO BE PERFORMED BY THE SPECIAL PROJECTS COORDINATOR I:

As the Deputy Director, the Special Projects Coordinator I will perform the responsibilities of the Deputy Director that are specified in the HIDTA Program Policy and Budget Guidance, NC HIDTA/Northern California Regional Intelligence Center (NCRIC) Guidance, and at the direction of the NC HIDTA/NCRIC Executive Director and/or Executive Board. At the time this announcement was prepared, those responsibilities include the following, but these may change at the discretion of the Executive Director and/or the Executive Board.

- In the absence of the Executive Director, the Deputy Director shall assume the Executive Director's responsibilities.
- Review and evaluate all aspects of the NC HIDTA/NCRIC operation, including resource allocation, organizational structure, product quality, and the collection and use of criminal intelligence and criminal information.
- Provide recommendations to the Executive Director of the NC HIDTA/NCRIC to enhance operations, including resource allocation, organizational structure, product quality, and the collection and use of criminal intelligence/ criminal information and the protection of privacy, civil rights and civil liberties.
- Develop and maintain program policies and procedures for the NC HIDTA/NCRIC.
- Manage and approve assignments for employees, members of agencies who have been assigned to the NC HIDTA/NCRIC, including public safety managers, public safety supervisors, public safety officers, military personnel, intelligence analysts, Assessment Officers, Demand Reduction Officers, Information Technology Specialists, Technical Equipment Specialists, Office Technicians Office Assistants, and contracts.
- Approve deployment of NC HIDTA/NCRIC personnel and specialized law enforcement investigative equipment and the appropriate use of advanced computer-aided technology in support of public safety agency investigations, major critical incidents, or major special events.
- Responsible for ensuring all NC HIDTA/NCRIC equipment is tracked, inventoried, and kept in optimum condition.

DESCRIPTION OF SERVICES TO BE PERFORMED BY THE SPECIAL PROJECTS COORDINATOR I:

- Initiate and coordinate both long-term and short-term analytical, research, and investigative projects relating to criminal intelligence activities and make appropriate recommendations to the Executive Director.
- Develop and maintain extensive law enforcement, public safety, and key resource/critical infrastructure contacts to determine needs of partner agencies and organizations.
- Act as a liaison between the Regional Information Sharing System's (RISS) Western States Information Network (WSIN), Los Angeles Clearinghouse (LA Clear) the State Threat Assessment System (STAS), National Network of Fusion Centers, High Intensity Drug Trafficking Areas, Bay Area Urban Areas Security Initiative (UASI), and Public and Private Sector Partner Organizations.
- Make recommendations for furthering intelligence and enforcement efforts to combat narcotics trafficking, potential activities that support terrorist organizations/violent extremists/mass casualty attackers, and other major criminal threats to the region.
- As delegated by the Executive Director, initiate, review and approve personnel transactions, training requests, travel request and claims, purchases of standard complement equipment, data processing equipment and specialized investigative equipment.
- Represent the NC HIDTA/NCRIC at various intelligence-related meetings and briefing as delegated by the Executive Director.
- Primary editor of annual reports and annual threat assessments and other documents as required.
- Assists the Executive Director in the preparation of annual budget proposals.
- Determines performance measures.
- Develops evaluation criteria, annual performance reviews and prepares reports and briefings for the NC HIDTA/NCRIC Executive Board.
- Other duties as assigned by the NC HIDTA/NCRIC Executive Director and/or Executive Board.

IDEAL CANDIDATE:

- Management experience in multi-agency collaboration programs, law enforcement, public safety, homeland security, or intelligence with federal, state, local, tribal, or territorial organizations.
- Proven ability to interact with federal, state, local, and tribal public safety agency executives.
- Ability to communicate effectively to gain consensus among people with differing viewpoints.
- Exceptional writing and public speaking skills to include briefings of public safety executives and public officials at all levels of government.
- High degree of creativity and initiative requiring minimal supervision and guidance.
- Exceptional analytical skills, understanding of the intelligence process and sound judgment.
- Working knowledge of Microsoft Office Suite, especially Word, Excel, and PowerPoint.
- Excellent interpersonal and negotiation skills.

MINIMUM QUALIFICATIONS:

Education and Experience: Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is: education equivalent to a bachelor's degree in Criminal Justice or a related field and extensive experience in the criminal justice, homeland security, or intelligence profession at the federal, state, local or tribal level.

Other Requirement: Must successfully complete a thorough law enforcement background investigation prior to the start of employment and must be able to obtain a National Security Clearance. The law enforcement background investigation and the National Security Clearance require completion of a polygraph examination.

HOW TO APPLY:

To apply, submit a cover letter and resume by 5:00 PM on March 26, 2021 to the NC HIDTA by one of the methods below:

Mail: NC HIDTA/NCRIC
ATTN: Nanci Garcia
RE: NC HIDTA/NCRIC Deputy Director
P.O. Box 36102
450 Golden Gate Avenue, 14th Floor
San Francisco, CA 94102

Email: ngarcia@ncric.ca.gov
Subject Line: NC HIDTA/NCRIC Deputy Director – Request for Resume