



REQUEST FOR RESUMES **PRIVATE SECTOR LIAISON OFFICER**

Independent Contractor with San Mateo County Sheriff's Office
\$120,000/year - \$170,000/year

The Northern California Regional Intelligence Center (NCRIC), the fusion center for the Federal Northern District of California, is seeking the services of a Subject Matter Expert (SME) to provide the NCRIC with intensive multi-disciplinary marketing, recruitment, and partner engagement for critical infrastructure and key resource (CI/KR) government and private sector partners to strengthen regional CI/KR protection and threat information sharing to improve public safety, reduce risk, and protect privacy, civil rights and civil liberties in the NCRIC area of responsibility (AOR) within the Federal Northern District of California from Monterey County to Del Norte County.

The contract will be administered through the San Mateo County Sheriff's Office as the fiscal and administrative agent for the Northern California Regional Intelligence Center and will be funded with federal grant funds. The term of the contract shall not exceed a thirty-six (36) month period and all costs shall be firm and fixed throughout the contract period. Travel costs for contractor may be reimbursed by the NCRIC with pre-approval from NCRIC management.

The contractor shall facilitate the development of digital marketing material for CI/KR partners and shall also facilitate a minimum of twelve (12) training events and/or courses per year within the contract period. Upon NCRIC management approval, the NCRIC will provide federal grant funds for the cost of instructor expenses, including travel, per diem, honorarium, and all related compensation for instruction materials and development.

About the NC HIDTA and NCRIC

The NCRIC AOR is located along the California coast and consists of 15 counties ranging from Central to Northern California. In 1997, the NC HIDTA was established in accordance with Title 21, US Code, Section 1706, to facilitate cooperation among federal, state, local, and tribal law enforcement agencies to share information and implement coordinated enforcement activities; to enhance law enforcement intelligence sharing among federal, state, local, and tribal law enforcement agencies; to provide reliable training to law enforcement officers, analysts, and management in effective enforcement strategies and operations; and support coordinated efforts to maximize use of available resources to reduce the supply of illegal drugs in designated areas and in the United States as a whole. The NCRIC was established in 2007, by the NC HIDTA Executive Board as a criminal intelligence and fusion center program under the HIDTA Executive Director that combined the resources of the HIDTA Investigative Support Center, HIDTA support programs, Regional Terrorism Threat Assessment Center (RTTAC) and three (3) Terrorism Early Warning Groups.

Primary Objectives of the Private Sector Liaison Officer:

- Identification of a variety of relevant marketing, recruitment, and partner engagement materials and resources.
- Coordinate with representatives of other federal, state, local, and tribal law enforcement agencies, CI/KR private sector and government organizations, and associations.

- Facilitate training presentations as needed and based on availability of other NCRIC staff to attend such presentations; coordinate virtual training presentations where practical and efficient.
- Routinely communicate with the NCRIC Director and/or Deputy Director on the status of future marketing, recruitment, and partner engagement endeavors.
- Review, evaluate and prepare written reports concerning all aspects of the NCRIC marketing, recruitment, and partner engagement operations, functionality, and effectiveness, making recommendations for modifications or changes as needed. Reports may include, but are not limited to marketing, recruitment, partner engagement, budget, training statistics for NCRIC Performance Assessment, training plans, and required program descriptions.
- Manage the NC HIDTA/NCRIC's web site's content and information sharing resources. Develop and maintain the NCRIC electronic membership system.
- Support the development of new marketing, recruitment, and partner engagement resources.
- Complete other associated short-term projects as directed by the NCRIC Director, his designee, or the NC HIDTA/NCRIC Executive Board.
- Contractor shall provide the NCRIC with all marketing, recruitment, and partner engagement material in a digital format.
- Contractor shall coordinate the development of all concepts and lesson plans, power points, student handouts and have same delivered to the NCRIC.
- Contractor shall participate in meetings with national, statewide, and regional organizations and committees that are responsible for fusion center marketing, recruitment, and partner engagement. The contractor shall develop an annual marketing, recruitment, and partner engagement strategy plan based on best practices identified during the partner meetings and an evaluation of the NCRIC's marketing, recruitment, and partner engagement practices.

Minimum Qualifications:

Contractor shall have a minimum of three (3) years of substantial experience in coordinating and providing marketing, recruitment, or partner engagement with federal, state, local, tribal, territorial, or private sector organizations.

Contractor shall provide a minimum of two (2) verifiable references covering work or contracts completed. The references must be from a government or private sector organization that conducts marketing, recruitment, or partner engagement.

Other Requirement(s): Contractor must successfully complete a thorough law enforcement background investigation prior to appointment and obtain a National Security Clearance within the first 18 months of employment. 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 **4:00 PM** on **Thursday, July 8, 2021** using one of the methods below:

MAIL

NCRIC

Attn: Private Sector Liaison Recruitment

P.O. Box 36102

450 Golden Gate Avenue, 14th Floor

San Francisco, CA 94102

E-MAIL

ngarcia@ncric.ca.gov

Subject Line: Private Sector Liaison Recruitment June 2021