

Alaska High Intensity Drug Trafficking Area (Alaska HIDTA) JOB OPPORTUNITY

Title: Program/Operations Manager

Location: Anchorage, AK

Division/Unit: Alaska Management and Coordination Initiative

Area of Responsibility: Alaska HIDTA Designated Area

Organization: Alaska HIDTA (National HIDTA Program, funded by the Office of National Drug Control Policy & Alaska Department of Public Safety)

Overview:

The Alaska HIDTA Program/Operations Manager is responsible for all policy and program matters related to training and equipment while answerable to the Alaska HIDTA Director (Director), or designee, and the Alaska HIDTA Executive Board (Board). The Program/Operations Manager duties include program administration and management as specified by the Director. Also, the Program/Operations Manager may receive guidance from the Board and subcommittees while working independently for the Director. The Program/Operations Manager ensures continuity of operations and compliance with Alaska HIDTA program priorities, objectives, and requirements. The Program/Operations Manager is a member of the Director's staff and provides staff-level services to include: budget formulation and execution, management of designated program operations, program evaluation and analysis, and technical policy adherence and oversight. This position ensures compliance with HIDTA priorities, objectives, outputs, and desired outcomes. The Program/Operations Manager assists the Director as required to achieve Alaska HIDTA's vision and mission.

Responsibilities:

- Serves as the Alaska HIDTA Training Manager; prepares and manages an annual training initiative budget
- Conducts an annual training needs assessment; acquires and coordinates a minimum of four training programs annually to Alaska HIDTA participants and law enforcement agencies
- Represents the Alaska HIDTA at national Training Manager meetings
- Is designated the Alaska HIDTA Technology/Informational Manager; responsible for all aspects of technical equipment to include acquisition, issuance, and tracking
- Plans, develops, coordinates, and executes the annual Alaska HIDTA internal review and inventory program
- Assists, as directed, in formulating policies and implementing strategic planning for the Director and the Board
- Provides general oversight and coordination for the preparation of annual initiative proposals
- Ensures priorities and objectives are clear, realistic, and consistent with other HIDTA programs and initiatives

- Assists the Director's Financial Manager by providing advice, guidance, and assistance to task force managers and enforcement initiative supervisors during their preparation of their Alaska HIDTA budgets regarding training and technical matters
- Ensures compliance with ONDCP Budget Policy and Program Guidance and other national HIDTA program guidelines
- Monitors and coordinates the Alaska HIDTA training and technical programs to provide optimal service to initiatives and participating agencies
- Identifies additional funding needs to the Director and facilitates reprogramming of funds where needed
- Facilitates and/or assists the Investigative Support Unit staff in the production of required annual and periodic reports, such as the annual Threat Assessment, Strategy, and other strategic or tactical intelligence and information documents
- Coordinates program activities with other HIDTA program managers to ensure the Alaska HIDTA meets the HIDTA/ONDCP developmental standards
- Understands initiative requirements and monitors the status of the Alaska HIDTA training and technical program to ensure interconnectivity
- Recommends improvements in the training and technical initiatives and periodically reports to the Director, Board, and its subcommittees
- Analyzes all aspects of the training and technical programs to identify new requirements, deficiencies, critical problems, progress toward objectives, and the need for program revision
- Assists in planning innovative, comprehensive programs to meet the drug and regional crime threat, as well as promoting the Alaska HIDTA's enforcement and intelligence strategies
- Plans for future requirements and develops short, medium, and long-term plans to meet the Alaska HIDTA mission
- Fosters, develops, and maintains cooperative partnerships with federal, state, and local agencies and institutions to promote and enhance communications between Alaska HIDTA programs and initiatives
- Represents the Alaska HIDTA program and Director by participating in law enforcement meetings and community forums in furtherance of identified goals

- Assists the Director as required with overall program administration, which may include: drafting and responding to ONDCP-HIDTA correspondence; reviewing, planning, organizing, and implementing programmatic changes; and analyzing and suggesting solutions to training / technical issues.
- Interacts with law enforcement agencies, students, instructors, and other outside businesses or agencies concerning the Alaska HIDTA training program to:
 - Evaluate the training needs in the Alaska HIDTA region through surveys;
 - Coordinate training classes;
 - Coordinate day-to-day functions of the Alaska HIDTA training program, e.g., database trainings, calendar development, enrollments, reimbursement approvals, class alerts and information packets, rosters, or in-service certifications for Alaska; and
 - Coordinate training requirements with existing training academies
- Other duties as required to achieve the Alaska HIDTA mission

Qualifications & Skills:

- Requires significant law enforcement experience in a local, state, or federal law enforcement agency, preferably in a Drug Task Force environment
- Must have a strong management background and solid administrative skills with significant experience in law enforcement and counterdrug operations/investigations
- Must fully understand and be able to implement the mission of the Alaska HIDTA and the concept of regional cooperation
- Must be experienced in giving briefings to senior officials and have the interpersonal skills necessary to deal effectively with state, local, and federal officials
- Must have experience in law enforcement training with experience as an APSC Instructor preferred.
- Must have experience with the procurement of law enforcement equipment, tracking and inventory of sensitive equipment with experience in DPS procurement processes preferred.

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite (Word, PowerPoint, and Excel) and the ability to learn specialized computer programs, especially related to recording and tracking Alaska HIDTA training/equipment provided to program participants.

Contract Term & Rate: One-year, salary commensurate with experience. Subject to annual renewal.

Benefits: The selected candidate will be hired as long term non-permanent and will not receive benefits.

Background Check: Must be able to obtain and maintain a national security clearance.

Application Process:

- Candidates are to submit a detailed resume outlining their qualifications and clearly support assertions made
- Three references (two professional and one personal) must accompany resumes
- All relevant information should be submitted via email to: michael.troster@alaska.gov
- Absent access to email, deliver printed material to:

Alaska HIDTA
Attention: Director Troster
5700 East Tudor Road
Anchorage, AK 99507

- Best qualified applicants will be contacted if selected to continue in the process

Equal Employment Opportunity

To apply, please submit a cover letter and resume to: Michael Troster at Michael.Troster@alaska.gov

Post Date: 23 April 2021

Application will be Submitted Until 7May 2021 at 5:00pm