

# NOTICE OF VACANCY

Position Title: **Communications & Inventory Technician**

Northwest HIDTA – Seattle, WA

**Opening Date: February 22, 2018**

**Closing Date: March 16, 2018**

## Position Summary:

The Northwest HIDTA Communications & Inventory Technician is responsible for providing technical expertise, instruction on use, and covert installation of a variety of equipment. This position is also responsible for safely repairing a variety of electronic equipment or coordination with vendors for replacement. This position ensures NW HIDTA and its participants comply with HIDTA Program Policy and Budget Guidance and Uniform Guidance 2 CFR Part 200 as it pertains to equipment purchases and inventory safekeeping.

The NW HIDTA Director is responsible for all aspects of the program. This independent contractor position reports to the Director of the Northwest HIDTA, to ensure continuity of law enforcement operations and compliance with NW HIDTA program priorities, objectives and policy requirements.

## About the High Intensity Drug Trafficking Area Program

The High Intensity Drug Trafficking Areas (HIDTA) program provides assistance to federal, state, local, and tribal law enforcement agencies operating in areas determined to be critical drug-trafficking regions of the United States.

The purpose of the program is to reduce drug trafficking and production in the United States by:

- Facilitating cooperation among federal, state, local, and tribal law enforcement agencies to share information and implement coordinated enforcement activities.
- Enhancing law enforcement intelligence sharing among federal, state, local, and tribal law enforcement agencies.
- Providing reliable law enforcement intelligence to law enforcement agencies to facilitate the design of effective enforcement strategies and operations.
- Supporting coordinated law enforcement strategies that make the most of available resources to reduce the supply of illegal drugs in designated areas of the United States and in the Nation as a whole.

## Duties and Responsibilities of the Communications & Inventory Technician include but are not limited to:

1. Maintain inventory controls to include surplus/destruction of parts and equipment for NW HIDTA equipment to ensure compliance with the Uniform Guidance 2 CFR Part 200, Section 8 of the HIDTA Program Policy and Guidance and NW HIDTA policies and guidelines as adopted by the Executive Board.
2. Maintain \$1 million inventory of all statewide HIDTA audio/visual technical surveillance and tracking equipment in support of law enforcement task force investigations.
3. Perform on site semi-annual inventory of HIDTA initiative equipment.

4. Maintain inventory database ensuring its accuracy and timely maintenance.
5. Prepare work orders, provide input for invoicing, and maintain parts accountability form and records.
6. Maintain and track the service agreements for software associated with audio/visual surveillance and tracking equipment
7. Independently perform skilled work installing, maintaining and repairing sophisticated electronic communications systems and other surveillance equipment.
8. Instruct law enforcement officers in the use and adaptation of communications equipment in the surveillance of suspects, using video, audio, photography, and telephone equipment.
9. Work cooperatively and collaborate with NW HIDTA Director, Executive Board members, participants, and task force commander regarding equipment needs.
10. Archive captured audio and video evidence. Detect and make inoperable countermeasures employed by the suspect.
11. Survey and analyze the technical support program needs.
12. Build surveillance equipment using COTS items.
13. Request and maintain supplies, spare parts, prepare necessary reports and forms for statistical analysis to further improve efficient use of assets.
14. Negotiate and coordinate with independent contractors for installation, emergency repair, purchase of supplies and keep abreast of the latest developments in communication/surveillance technology.
15. Attend professional meetings and conferences of the National Technical Investigator's Association, in order to remain up to date with the changes in the State and Federal legislation governing electronic communication intercept.
16. Act as technical advisor with other law enforcement technicians, utility and telecommunication company technicians on problems with logistics, technical requirements and systems compatibility.
17. Plan for future requirements, develop short, medium, and long term plans to meet the HIDTA mission.
18. Fosters, develops and maintains cooperative partnerships with federal, state and local agencies and institutions to promote and enhance communications between NW HIDTA programs and initiatives.
19. Proactively identify needs of law enforcement partners and take appropriate action. Focus on results and desired outcomes and how best to achieve them within the HIDTA Program Policy and Budget Guidelines.
20. Assist or lead processing of security clearances.
21. Other duties as required to achieve the Northwest HIDTA mission.

### Qualifications

1. Prior technical covert surveillance equipment experience within law enforcement is preferred
2. General Radiotelephone Operator license issued by the Federal Communication Commission is required.
3. Successfully obtain a federal level Secret background investigation.
4. High school graduate or possession of a GED certificate.
5. One year of formal education in electronics.
6. Five years' experience in maintenance and repair of at least two of the following: two-way radio frequency communications systems, microwave carrier systems, or data systems.
7. Ability to read and comprehend technical manuals and drawings.

8. Apply the electronic industry standards and procedures in effectively maintaining sophisticated state-of-the-art communications systems in a professional manner.

### **Appointment**

This position is federally funded, but the selected candidate will not be considered a federal, state, or local agency employee for employment purposes. The Communications & Inventory Technician will report to the Northwest HIDTA Director and will serve by virtue of an annual renewable contract based on performance and the availability of continued funding.

### **Compensation**

Salary: \$82,400.00 per year; no additional benefits will be afforded to this contract position

### **Application Process:**

Required materials (detailed resume or CV) may be sent electronically via email to:

Northwest HIDTA  
Attn: Russ Baer, Acting NW HIDTA Director  
[TechInventoryApplications@NW.HIDTA.ORG](mailto:TechInventoryApplications@NW.HIDTA.ORG)

All application materials must be received no later than **5:00 pm Friday, March 16, 2018**. Each candidate shall submit a detailed resume, which includes the following information pertinent to this position

- Education, experience and training completed
- Positions held and dates of employment
- Identities and current contact information of immediate supervisors in past employment (previous 15 years minimum)
- Size of operation and number of employees
- Level and scope of responsibility
- Duties and responsibilities
- Accomplishments for which you are personally credited for each employment
- Technical expertise and covert equipment installation experience
- Experience, if any, in processing of security clearances
- Names and addresses of three references who are not prior supervisory personnel

### **Additional Information to Applicants:**

- The selected applicant must successfully pass a thorough background investigation sufficient to receive a security clearance
- Interview and relocation expenses are not reimbursable