

DOUGLAS COUNTY
SHERIFF'S OFFICE

JOB TITLE: RMHIDTA ADMIN SPECIALIST

Exempt: No	Job Type: 4319E
Pay Grade: E430	Department: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren Weekly	Date: 01-10-23

General Duties:

This position serves as an Administrative Specialist tasked to support day-to-day operations independently and as a team. Assists the Rocky Mountain HIDTA (RMHIDTA) Director and staff to develop, monitor, and preserve the administrative system. When assigned by the Director to an RMHIDTA Task Force, the position will assist the Drug Unit Command (DUC) with the off-site assignment's organizational design and duties. The member receives guidance, direction, and projects from the RMHIDTA Director or equivalent staff members. If assigned to an RMHIDTA Task Force, this same management, leadership, and duties originate from the DUC or equivalent staff. Some travel to RMHIDTA meetings, training, site-visits, and audits is required.

The RMHIDTA provides tactical and strategic intelligence services, products, and investigative support to local, state, and federal law enforcement agencies in their operational and investigative efforts against all crimes associated with gangs, drug trafficking, and terrorism in the RMHIDTA region. The RMHIDTA region includes four states, Colorado, Montana, Utah, and Wyoming. The National HIDTA Program Office (NHPO) is within the Office of National Drug Control Policy (ONDCP), a component of the Executive Office of the President. The National HIDTA Director leads NHPO.

This position is part of a collaborative team at the RMHIDTA and has direct day-to-day contact with law enforcement agency heads and task force command. As part of the RMHIDTA mission, the expectation is that the position will preserve working relationships with the RMHIDTA task force initiatives and other law enforcement agencies.

Supervision Exercised:

This position does not exercise supervisory authority over other employees.

Supervision Received:

In pursuit of the RMHIDTA mission and without assignment interference, the Administrative Specialist reports to the RMHIDTA Director or equivalent for daily supervision, management, and operational goals and objectives – to include work assignments. When assigned to an RMHIDTA Task Force, the position follows the guidance and reports work progress to the Task Force Drug Unit Commander (DUC). If there is a conflict of missions, they will report this discrepancy to the RMHIDTA Director and respectfully follow the Director's direction to circumvent disruptions.

For administrative employment matters such as times sheets, co-evaluations, and other Douglas County Sheriff's Office routine employment topics, the Administrative Specialist

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will report to the Sheriff's Office designated Commander, through the RMHIDTA Director or equivalent staff. There will be close interaction between the RMHIDTA Director, and the Sheriff's Office appointed Commander to minimize-if not eliminate working under multiple supervisors' direction.

The intent is to have the RMHIDTA Director supervise, manage, provide leadership, mentor, and assign duties to the Administrative Specialist. The Sheriff's Office appointed Commander acts as the official contact for the Administrative Specialist and the RMHIDTA Director for Douglas County Sheriff's Office employment benefits, policy, and procedure-related questions and actions.

Job Duties and Responsibilities: *(The following examples are illustrative only and are not intended to be all-inclusive)*

The RMHIDTA Administrative Specialist duties include, but are not limited to:

- Keeps official records and initiates administrative policies determined by or in conjunction with other RMHIDTA staff, RMHIDTA Executive Board, and other law enforcement officials.
- Organizes, develops, and continuously improves administrative systems and processes to support day-to-day events and creates uniform correspondence and formatting procedures.
- Prepares memorandums outlining and explaining administrative procedures and policies to RMHIDTA staff, RMHIDTA Task Force members, or both.
- Manages and organizes office operations and procedures, such as word processing, minor bookkeeping, payroll distribution, the flow of correspondence, filing, requisition of supplies, and other services.
- May act as a liaison to the Sheriff's Office for aspects of administrative items such as timesheets, Douglas County employee handbook, DCSO, and RMHIDTA policy and procedures, personnel issues, and the processing of DCSO employee paperwork with the DCSO Personnel Coordinator.
- Performs complex clerical and entry-level accounting activities.
- Prepares draft of PMPs – the performance funding system forms and revisions to it.
- If assigned to an RMHIDTA Task Force may maintain a book of accounts including cash receipts, expenditure ledger, general ledger, and property ledger. The same functions may occur at the RMHIDTA main office as well.
- Performs general financial work as required, such as income tracking, cash flow oversight, purchasing, invoice, and bill payment.
- Assists as liaison with vendors and fiduciaries.
- Leads the preparation of records, such as notices, minutes, and resolutions for stakeholders' and Board of Directors' meetings and the managing of these meetings' logistics.
- Coordinates travel and lodging arrangements, communication and prepares related meetings, site visits, or audit agendas for RMHIDTA as required.
- Monitors office procedures and, if needed, problem-solves collaboratively with pertinent contacts and implements required changes.
- Plans both goals and objectives for office operations and helps identify resources (process improvements, equipment, staff, funds) required to accomplish the goal or purpose.
- Continually evaluates office production and completes a process improvement exercise (or similar), with a plan to update procedures, policies, or both.

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- Develops, organizes, and maintains the central filing system for both remaining hard copies and digital images.
- Following the law, rules, and guidelines, formulates procedures for orderly retention, protection, retrieval, transfer, and records disposal, with the RMHIDTA Director's approval.
- Compiles and checks source documents, such as vouchers, invoices, purchase orders, and cash receipts, for completeness and accuracy, and prepares required reports.
- Verifies and posts details of RMHIDTA transactions to the appropriate program, documents, and accounts under the RMHIDTA Budget Manager's direction.
- Coordinates and monitors office operations to ensure that the RMHIDTA and fiduciary requirements are completed in the allotted timeframe.
- The ability and commitment to resolving ongoing and day-to-day operational complications with vendors, other service providers. These include customer service issues, computer systems, vendor system access, and any other similar functional issues with accounts.
- Coordinates and oversees the completion of special projects as instructed or as needed. This includes the attendance of assigned and mandatory training.
- Demonstrates the knowledge and ability to operate computer equipment and software applications related to assignments, including developing a mastery of new software, or equipment as assigned.
- Perform additional administrative duties as determined by the RMHIDTA Director or equivalent.
- May assist with the RMHIDTA Threat Assessment, Annual Report, Annual Strategy and, other narrative and statistical reports as needed. Collects data, adds to drafts, and becomes part of the annual working group that prepares various RMHIDTA documents.
- May be asked to present to the RMHIDTA Executive Board and other committees or groups.
- Maintains the confidentiality of all law enforcement case material at the appropriate classification levels.
- Performs related duties as assigned.

Minimum Qualifications:

- A High School diploma is required.
- Four (4) to six (6) years of full-time experience as an Administrative Specialist or related work, or a Bachelor's degree from a four-year college or university, or an equivalent combination of education and experience are required.
- Previous experience in law enforcement, work in a security clearance environment or both, and experience working directly with agency or office leadership is preferred.
- Must be able to obtain an understanding and knowledge of the HIDTA program.
- Demonstrate effective written and verbal communication skills.
- Ability to regularly write reports, business correspondence, and procedural manuals with frequent interruptions.
- Must have excellent interpersonal skills and the ability to demonstrate diplomacy and credibility when interacting with others.
- Must hold a valid Colorado Driver's License.
- Must be a U.S. citizen.
- Must pass a law enforcement background check, including drug testing, polygraph examination, psychological examination, and medical examination.
- Must qualify for and hold a Federal SECRET Security Clearance.

Knowledge, Skills, and Abilities:

The employee needs to have the knowledge, skill, and ability in the principles and practices of the principles, methods, and techniques of an Administrative Specialist to include, in part:

- Efficient in the use and operation of various computer systems and software.
- Have the ability to prioritize work, meet schedules and timelines, the ability to make independent judgments, understand and follow oral and written directions, and function with some supervision.
- Must learn and be familiar with HIDTA PMP and the process. Must obtain the ability to convey the general concept of the PMP forms and final reporting to members of the RMHIDTA task forces and the DUCs.
- Demonstrate knowledge, skill, and ability to work with all ethnic and cultural groups tactfully and effectively both in the community and at work. Demonstrate a high degree of Emotional Intelligence and self-control in the work environment and show respect for all personnel without exception.

Essential Job Functions:

Policies and Procedures

Demonstrate working knowledge of and compliance with all RMHIDTA and the Sheriff's Office policies, procedures, and other associated directives.

Emotional Abilities

Controls personal emotional responses and acts appropriately under high individual and group stress levels—the ability to work while remaining calm and effectively communicates under pressure and unusual circumstances. Demonstrates sensitivity to others' feelings, listens with empathy towards others, and displays compassion to those in distress. Controls individual aggressive responses and acts in a manner designed to calm volatile persons.

Technology Abilities:

Must have demonstrable intermediate computer applications skills to include Microsoft Office (Word, PowerPoint, Excel, Outlook), internet or cloud-based applications, or both. Other RMHIDTA frequently used computer programs, many of which require specialized training to obtain law enforcement or similar login credentials. Must be able to obtain a mastery of devices and programs used at the RMHIDTA to include the landline phone system, email, online communication and meeting applications, and smartphones currently in use.

Mental Abilities

Applies reason and logic rapidly when under physical, emotional, and intellectual stress. Comprehends, processes, and retains relevant new information quickly and accurately. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra and geometry.

Physical Skills

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. While performing this job's duties, the employee is regularly required to sit; use hands; talk and hear; see and read paper documents and documents or presentations on a computer screen. The employee is

occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift, move, or both up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

Work is primarily performed indoors in a carpeted and climate-controlled office environment with fluorescent lighting and moderate noise levels; however, the job may perform some work in the field, including the potential for long-term assignment to different work locations. Work with smartphones or laptops for a prolonged period may be required. Daily work frequently is disrupted by the need to respond by telephone or a computer program such as email or video conferencing.

Travel

This position may require travel to various RMHIDTA Task Forces and other meetings or training in and out of state as needed.

Social Skills

Establishes and maintains effective relationships with peers, supervisors, others in task forces, law enforcement personnel, vendors, and the public. A positive attitude and actions toward teamwork are required.

Verbal/Language Skills

Speaks English clearly and converses effectively with persons of divergent ethnic, cultural, and educational backgrounds. Ability to read, analyze, and interpret common financial reports and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to present information and respond to questions.

Testimony

Must be able to provide credible testimony in a court of law (local, state, or federal) or any other legal proceeding or investigation.

Conflicts of Interest

Per the Office of National Drug Control Policy (ONDCP), a HIDTA funded employee may not participate in the selection, award, or administration of a sub-award or contract supported by a Federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the HIDTA funded employee, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein that has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. Also, a HIDTA funded employee may neither solicit nor accept gratuities, favors, or anything of monetary value from sub-recipients, contractors, or parties to sub-awards or contracts.

Per the ONDCP guidelines and following the Mandatory Disclosure Requirement, a HIDTA funded employee will promptly disclose, in writing to ONDCP, all federal criminal law violations involving fraud, bribery, or gratuity violations potentially affecting the HIDTA Federal award.

Note: The successful applicant must perform ALL the above job functions, unassisted, and at a pace and performance level consistent with actual proficient job requirements.

The Administrative Specialist position is an at-will position with the Douglas County Sheriff's Office-bearing in mind that the Sheriff's Office does not have control over the ultimate decision to fund any RMHIDTA position federally. All RMHIDTA positions are federally funded initiatives from the Office of National Drug Control Policy (ONDCP).

Inasmuch, the position is solely based on the RMHIDTA Board of Directors recommending a budget that includes this position to the National HIDTA. Then the United States Congress must allocate funding each fiscal year towards the RMHIDTA initiative. Should the grant funding not be approved, or the current fiduciary moved, the Sheriff's Office will no longer employ an Administrative Specialist in this capacity.