

CONTRACT POSITION ANNOUNCEMENT DRUG INTELLIGENCE OFFICER



Northwest High Intensity Drug Trafficking Area (NW HIDTA)

LOCATION:	Seattle, Washington
CONTRACT POSITION:	Drug Intelligence Officer
ANNUAL COMPENSATION:	\$80,000 - \$100,000 per annum
CLOSING DATE:	September 25, 2026

PROGRAM & POSITION OVERVIEW

The High Intensity Drug Trafficking Areas (HIDTA) program¹ seeks to reduce the production, smuggling, distribution, and use of illegal drugs adversely affecting the United States. In furtherance of this, Northwest HIDTA promotes collaboration by and between federal, state, local, and Tribal agencies to identify and address established priorities. The approach to reducing the drug threat — and its harmful effects — is diverse and achieved, in part, through operational law enforcement efforts, intelligence gathering and sharing, prevention and treatment programs, and education and training initiatives.

The Overdose Response Strategy (ORS)² is a national initiative designed to enhance public health-public safety collaboration and strengthen efforts to reduce drug overdoses. The ORS is funded by the Office of National Drug Control Policy and Centers for Disease Control and Prevention (CDC) to help communities reduce fatal and non-fatal drug overdose rates by improved information sharing across public health and public safety agencies, and by supporting evidence-based intervention.

Drug intelligence officers (DIO) are paired with public health analysts (PHA) across the country and work together to successfully achieve objectives. This partnership between a DIO and PHA connects diverse experiences to provide for a more comprehensive approach aimed at solving complex matters.

Northwest HIDTA seeks well qualified DIO candidates to support the ORS. This position will assist efforts of key partners in the development and implementation of strategies and associated systems to track and share relevant data.

The DIO position is that of an independent contractor. Continued employment is at the discretion of Northwest HIDTA's executive director, evaluated yearly, and contingent on government grant funding.

¹ <https://www.hidtaprogram.org/index.php>

² <https://www.hidtaprogram.org/ors.php>

CONTRACT POSITION ANNOUNCEMENT

DRUG INTELLIGENCE OFFICER



RESPONSIBILITIES

- Facilitate the dissemination of drug-related intelligence throughout Washington State and beyond.
- Coordinate with other ORS partners throughout the United States.
- Work with representatives from the CDC and other prevention and treatment partners in furtherance of joint initiatives and policy considerations.
- Track data and make appropriate notifications.
- Serve as a clearinghouse for information requests from public and private entities.
- Establish points of contact with key federal, state, local, and Tribal representatives to:
 - promote awareness and increase collaboration.
 - coordinate meetings, training, and outreach opportunities.
 - manage use of central databases ensuring the timely exchange of information.
- Conduct interviews and liaison with public and private sector entities to stay abreast of fluctuating drug threats and trends.
- Prepare written reports and make presentations.
- Perform other administrative and operational duties as assigned by supervisory staff.

REQUIRED QUALIFICATIONS

- 10 years of law enforcement experience at the federal, state, local or Tribal level.
- Ability to synthesize complex data and prepare organized reports.
- Ability to work independently and exercise sound judgement absent explicit direction.
- Capacity to positively network with various federal, state, local, and Tribal stakeholders.
- Capable of working in a fast-paced environment.
- Established ability to plan wide-ranging meetings.
- Excellent analytical skills.
- Exceptional ability to communicate with diverse audiences.
- Experience with Microsoft Office Suite, specifically: Word, Excel, and PowerPoint.
- Working knowledge of law enforcement databases.

ADDITIONAL REQUIREMENTS

- Must be a United States citizen.
- Must possess and maintain a valid driver's license.
- Must undergo an in-depth background investigation, be eligible for — and maintain — a national security clearance.
- Baccalaureate degree or a combination of education/law enforcement/military experience that will be evaluated as necessary.

CONTRACT POSITION ANNOUNCEMENT DRUG INTELLIGENCE OFFICER



APPOINTMENT

- The position is federally funded; however, the selected candidate will be a contract employee.
- Relocation expenses will not be provided.

APPLICATION

Interested parties should apply by submitting a cover letter and detailed resume outlining their qualifications.

- Three references (two professional and one personal) must accompany resumes
- All relevant information should be submitted via email to: nwhidtacareers@nw.hidta.org
- Absent access to email, deliver printed material to:
NW HIDTA
Attention: Deputy Director
300 5th Ave., Suite 1300
Seattle, WA 98104
- Best qualified applicants will be contacted if selected to continue in the process