



# REQUEST FOR RESUMES

## Northern California Regional Intelligence Center Deputy Director Independent Contractor

The Northern California Regional Intelligence Center (NCRIC) is seeking an independent contractor to serve as a Deputy Director. The independent contractor will perform the responsibilities of the Deputy Director that are specified at the direction of the NCRIC Executive Director and/or the NCRIC Executive Board.

The independent contractor position is located in the Federal Building at 450 Golden Gate Avenue, San Francisco, CA. The hours of on-site operation for the NCRIC are Monday through Friday; 7:00 a.m. - 5:30 p.m. Independent contractor assigned to the position may be called on to respond 24 hours a day and 7 days a week to manage the NCRIC response to major critical incidents or major special events support. The contract will be administered through the San Mateo County Sheriff's Office as the fiscal and administrative agent for the NCRIC.

### **DESCRIPTION OF SERVICES TO BE PERFORMED BY THE INDEPENDENT CONTRACTOR:**

As the NCRIC Deputy Director, the independent contractor will perform the responsibilities of the Deputy Director that are specified in the NCRIC Guidance, and at the direction of the NCRIC Executive Director and/or Executive Board. At the time this announcement was prepared, those responsibilities include the following, but these may change at the discretion of the Executive Director and/or the Executive Board.

- In the absence of the Executive Director, the Deputy Director shall assume the Executive Director's responsibilities.
- Review and evaluate all aspects of the NCRIC operation, including resource allocation, organizational structure, product quality, and the collection and use of criminal intelligence and criminal information, and base on said review and evaluation, make appropriate recommendations to the Executive Director of the NC HIDTA/NCRIC.
- Develop and maintain program policies and procedures for the NCRIC.
- Manage other independent contractors, and employees of public safety agencies who have been temporarily assigned to the NCRIC, including public safety managers, public safety supervisors, public safety officers, Criminal Intelligence Specialists, Assessment Officers, Information Technology Specialists, Technical Equipment Specialists, Office Technicians and Office Assistants.
- Approve assignments of NCRIC independent contractors and employees of public safety agencies who have been temporarily assigned to the NCRIC for various projects, investigations, and assessments.
- Approve deployment of NCRIC specialized law enforcement surveillance equipment and the appropriate use of advanced computer-aided technology in support of public safety agency investigations, major critical incidents or major special events.
- Responsible for ensuring all NCRIC equipment is tracked, inventoried and kept in optimum condition.
- Initiate and coordinate both long-term and short-term analytical and research projects relating to criminal intelligence activities and make appropriate recommendations to the Executive Director.
- Develop and maintain extensive law enforcement contacts to determine needs of client agencies.

**DESCRIPTION OF SERVICES TO BE PERFORMED BY THE INDEPENDENT CONTRACTOR (CONTINUED):**

- Act as a liaison between the Regional Information Sharing System's (RISS) Western States Information Network (WSIN), the State Threat Assessment System (STAS), National Network of Fusion Centers, Bay Area Urban Areas Security Initiative (UASI), and Public and Private Sector Partner Organizations.
- Make recommendations to management for furthering intelligence and enforcement efforts to combat potential activities that support terrorist organizations/actors, and other major criminal threats to the region.
- As delegated by the Executive Director, initiate, review and approve personnel transactions, training requests, travel requests and claims, purchases of standard complement equipment, data processing equipment and specialized surveillance equipment.
- Represent the NCRIC at various intelligence-related meetings and briefing as delegated by the Executive Director.
- Primary editor of various reports and other documents as required.
- Assists the Executive Director in the preparation of annual budget proposals.
- Determines NCRIC performance measures in accordance with NCRIC policy.
- Develops evaluation criteria, annual performance reviews and prepares reports and briefings for the NCRIC Executive Board.
- Other duties as assigned by the NC HIDTA/NCRIC Executive Director and/or Executive Board.

**IDEAL CANDIDATE:**

- Proven ability and experience in a multi-agency law enforcement environment involving federal, state and local authorities.
- Proven ability to interact with federal, state, local and tribal public safety agency executives.
- Ability to communicate effectively to gain consensus among people with differing viewpoints.
- Exceptional writing and public speaking skills to include briefings of public safety executives and public officials at all levels of government.
- High degree of creativity and initiative requiring minimal supervision and guidance.
- Exceptional analytical skills, understanding of the intelligence process and sound judgment.
- Working knowledge of Microsoft Office Suite, especially Word, Excel and PowerPoint.
- Excellent interpersonal and negotiation skills.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is: education equivalent to a

Bachelor's Degree in Criminal Justice or a related field and extensive experience in the criminal justice profession at the federal, state, local or tribal level.

**Other Requirement:** Must successfully complete a thorough law enforcement background investigation prior to the start of the contract and obtain a National Security Clearance within the contracting period. 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 5:00 PM on Thursday, May 31, 2018 to the NCRIC by one of the two methods below:

Mail: NCRIC  
ATTN: Nanci Garcia  
RE: NCRIC Deputy Director  
P.O. Box 36102  
450 Golden Gate Avenue, 14<sup>th</sup> Floor  
San Francisco, CA 94102

Email: [ngarcia@ncric.ca.gov](mailto:ngarcia@ncric.ca.gov)  
Subject Line: NCRIC Deputy Director – Resume