

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR

DEFINITION

Under administrative direction, this position plans, organizes, develops and directs the functions, services, and programs of publicly funded Alcohol and Drug Programs and Services in Plumas County; is responsible for the development and evaluation of programs and services; serves as a spokesperson for assigned programs; establishes assigned unit policies and goals within the general policies and goals of the Plumas County Alcohol and Drug Programs and Services Policies and Procedures; serves as a liaison with community, regional, State or Federal agencies on County Alcohol and Drug Program and Services and issues; performs special assignments as directed; provides administrative support for the Board of Supervisors; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a Department Head position with the responsibility for the administration of the Plumas County Alcohol and Drug functions, programs and services to Plumas County residents.

REPORTS TO

Board of Supervisors

CLASSIFICATIONS DIRECTLY SUPERVISED

Alcohol and Drug Program Clinician/Supervisor, Substance Use Disorder Specialist I/II, and/or other positions/classifications as assigned.

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EXAMPLES OF DUTIES

- Plans, implements, directs and administers a County wide program of prevention, treatment, and recovery services for Alcohol and Drug related problems.
- Prepares and administers the Alcohol and Drug Programs and Services plan and budget.
- Recommends to the Board of Supervisors the provision of services, establishment of facilities, contracting for services or facilities.
- Submits an annual report to the Board of Supervisors relating to all activities of the County's Alcohol and Drug Programs and Services.
- Administers all Alcohol and Drug Programs and Services funds allocated to the County; is responsible for the ongoing coordination of all public and private alcohol and drug programs and services in Plumas County.
- Oversees Alcohol and Drug Programs and Services planning and evaluation.
- Directs the gathering of statistical information and the preparation of a variety department reports.
- Supervisors, evaluates and schedules staff; keeps abreast of new legislation and directives from state and federal agencies.
- Works with the State Department of Alcohol and Drug Programs.
- Develops grant proposals.
- May, if appropriately licensed or certified, perform professional counseling and assessments for clients.
- Performs special assignments and carries out such studies as may be appropriate for the discharge of his/her duties.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some field/home visits may be necessary; continuous contact with staff and the public.

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KNOWLEDGE OF

- Principles and procedures of program development, coordination and implementation.
- Alcohol and Drug problems and issues and their relationships to the development and delivery of alcohol and drug program services.
- Federal, State and County laws and regulations applicable to alcohol and drug programs.
- Comprehensive alcoholism and drug programs elements, services systems, techniques and models.
- Principles, techniques and practices of effective alcohol and drug program development and administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training and development.
- Principles and practices of organization, administration, and public personnel management.
- Requirements, administrative techniques, and record keeping necessary for securing, maintaining, and effective functioning of grant programs.
- Operating policies and general functions of appropriate State and Federal agencies.

ABILITY TO

- Plan, organize, supervise and administer the functions and programs of the Plumas County Alcohol and Drug Programs and Services.
- Develop, negotiate and monitor contracts for services.
- Provide direction, supervision and training for program staff.
- Present and interpret factual and statistical data.
- Develop and administer the budget and control expenditures.
- Oversee the development and administration of a variety of grants.
- Be responsible for the development, maintenance, and preparation of a variety of alcohol and drug services program statistics, records, and reports.
- Direct the preparation of clear and concise reports.
- Effectively represent the Alcohol and Drug Programs and Services in contacts with the public, community organizations, and government agencies.
- Establish and maintain effective and cooperative working relationships including those with the Alcohol and Drug Advisory Committee.

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TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from an accredited four year college with a degree in Public Health, Public Administration, a Social, Behavioral or Health Science field. In addition, 5 years of programmatic and administrative experience in Substance Use Disorder, Medical, Mental Health or Public Health programs which provided prevention, treatment and recovery services. Two years of the required five years of experience must have included management level responsibility for program planning, administration and supervision of services.

OR

Graduation from a recognized college/university with a Master's Degree in Psychology, Counseling, Psychiatric Nursing, Social Work, Health Administration, Public Health, or Public Administration or possession of a valid California License as a Clinical Social Worker "LCSW" or Marriage and Family Therapist "MFT" or Clinical Psychologist. In addition, 5 years of experience in Substance Use Disorder, Medical, Mental Health or Public Health programs which provided a continuum of prevention, treatment and recovery services.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Drivers License at time of appointment. The valid California License must be maintained throughout employment.

Participation in quarterly meetings of the County Alcohol and Drug Program Administrators Association of California, as required by the Negotiated Net Amount agreement with California Department of Health Care Services, Division of Alcohol and Drug Programs.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.