

## **ALCOHOL AND DRUG PROGRAM DIVISION MANAGER**

### **DEFINITION**

Under direction, plans, organizes, staffs, budgets, coordinates and directs the fiscal, administrative and program activities of the Alcohol and Drug Program Division within the Public Health Department; supports and assists the Public Health Department in planning and achieving its goals and objectives; performs related work as assigned. At the discretion of the Board of Supervisors or the Director of Public Health, serves as the County's Alcohol and Drug Program Administrator pursuant to California Health and Safety Code section 11800.

### **DISTINGUISHING CHARACTERISTICS**

This single position class has division-level responsibility for the administration and management of County substance abuse prevention and treatment services, and AIDS prevention services, including broad policy development, program planning, legal compliance, fiscal management, personnel administration, contract management and operational control. The incumbent reports to the Director of Public Health and is responsible for developing Division goals, objectives, standards, and performance and assuring they adhere to applicable laws, regulations, and contractual obligations, as well as departmental, County and other external requirements. This class is distinguished from the Director of Public Health in that the latter is a Department Head with responsibility for overall policy development, program planning, fiscal management and operation of the department.

### **EXAMPLES OF DUTIES (Illustrative Only)**

- Plans, organizes, coordinates and directs the work of the Division to assure appropriate substance abuse prevention and treatment services, and AIDS prevention services, are being provided by the Department.
- Develops and directs the implementation of goals, objectives, work standards and division administrative policies and procedures.
- Works closely with the department head, other County departments and a variety of public and private organizations in developing substance abuse prevention and treatment programs and implementing projects.
- Collaborates with the department head, other departments/divisions, and community agencies and groups concerned with AIDS prevention.
- Identifies and, as authorized, applies for grants and/or other funding opportunities to implement and expand programs and services.
- Determines Division priorities and directs the development of management systems to perform program quality control, quality improvement and fiscal analysis; identifies problems and develops solutions.
- Directs or performs Division fiscal and administrative duties including budget analysis, planning, preparation, monitoring, and maintenance; manages the development, preparation, implementation, and monitoring of provider contracts for substance abuse treatment services; negotiates and confers with providers concerning fiscal, administrative, and programmatic requirements.
- Selects, trains, assigns, directs, reviews and evaluates, directly or through subordinate staff, the Division's supervisory, professional, paraprofessional and support staff; provides for staff development; oversees Division personnel management activities including staff development, evaluation, and discipline as necessary.
- Analyzes new substance abuse treatment legislation, literature and mandates; assures Division activities comply with applicable laws, regulations and requirements; oversees provider programs to assure contractual compliance.
- Provides technical assistance to Division staff regarding substance abuse treatment modalities, trends and legislation.

- Provides primary administration and policy guidance for County alcohol and drug prevention and treatment programs.
- Directs, monitors, and evaluates direct treatment services provided by Division staff. Ensures staff performing substance abuse counseling maintain any necessary certification and/or licenses.
- Receives and responds to inquiries, concerns, or complaints regarding service delivery.
- Prepares periodic and special management reports regarding fiscal, program or other activities as required.
- Keeps the department head informed regarding Division activities, especially when unusual or sensitive issues arise.
- Provides administrative support and coordination during financial and programmatic audits; responds to surveys and/or inquiries about program activities.
- Represents the County and Division in meetings with the Board of Supervisors, public officials, other public agencies and civic groups; provides appropriate media information as assigned.
- Assesses needs of the County with respect to substance abuse prevention/treatment and AIDS prevention issues and evaluates the effectiveness of existing programs; develops and implements new programs or modifies existing programs as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- o Principles, practices and methods of public administration and management, including goal setting, program and budget development and control and personnel administration.
- o Principles and practices of health service management including program development, funding sources, grant proposal writing, program evaluation, quality control and fiscal management.
- o Principles and techniques for dealing with individuals in various cultural and socio-economic groups.
- o Supervisory principles and practices, including work planning, scheduling, review, evaluation and employee training and discipline.
- o Community resources and agencies providing services to target populations.
- o County, state and federal laws, regulations, policies and guidelines that apply to the administration of substance abuse treatment programs.
- o Substance abuse treatment modalities and trends.
- o AIDS prevention practices and trends.
- o Privacy and security regulations and practices impacting program operations and records management.
- o Court schedules and operations as pertaining to development and implementation of drug court programs.
- o Advanced principles and practices of data collection and reporting, including advanced management systems for tracking and analyzing various types of information.
- o Business computer applications including those applicable to budgeting, record keeping and statistical analysis.
- o Principles and practices of contract development, administration and monitoring.

### **Skill in:**

- o Planning, organizing, coordinating and directing a variety of complex health programs.
- o Identifying and developing funding sources such as grants and contracts; preparing funding proposals, applications and agreements.
- o Establishing priorities in a complex health program environment.
- o Developing and implementing quality control, quality improvement and fiscal analysis systems.
- o Training, assigning, directing, reviewing and evaluating the work of subordinate staff, including varied supervisory, professional, paraprofessional and support staff.
- o Analyzing and interpreting legislation, policies and other sources of information and ensuring program compliance with laws, rules and regulations.

- o Obtaining and utilizing statistical and demographic information and data to determine public health needs and evaluate program impacts.
- o Researching and analyzing technical program information, evaluating alternative courses of action and making sound recommendations for program modifications or enhancements.
- o Preparing clear and concise reports, correspondence and other written materials.
- o Exercising sound independent judgment and initiative within established policy guidelines.
- o Establishing and maintaining effective working relationships with citizen groups, various boards and commissions, the public and others contacted in the course of the work.
- o Representing the County in contacts with county officials, community groups, other agencies and the public.

**Other Requirements:**

Must possess a valid driver's license. Must be available for after hours meetings.

**Education and Experience:**

Possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, health sciences, social sciences or a closely related field, and three years of professional experience providing substance abuse prevention or treatment services in a health setting. At least one year of experience must have included supervisory or management experience in a public health or similar setting. A master's degree in any of the above fields is highly desirable.

**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.