

RESOLUTION NO. 13-7899

**RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTION OF
PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and **WHEREAS**, the Public Health Director and the Human Resources Director have reviewed the job description of the Director of Alcohol and Drug; and **WHEREAS**, it has been determined that amendments to the job description are necessary to provide a more accurate description of this position with the knowledge and qualifications that are necessary to be successful; and **WHEREAS**, with the newly developed Alcohol and Drug programs it is a perfect time to update the job classification title and description.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

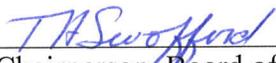
The County's classification plan is hereby amended as follows:

The job classification title of Director of Alcohol and Drug, is hereby amended to the title of Plumas County Alcohol and Drug Administrator.

The job descriptions of Plumas County Alcohol and Drug Administrator are hereby amended as recommended by the Public Health Director and the Human Resources Director.

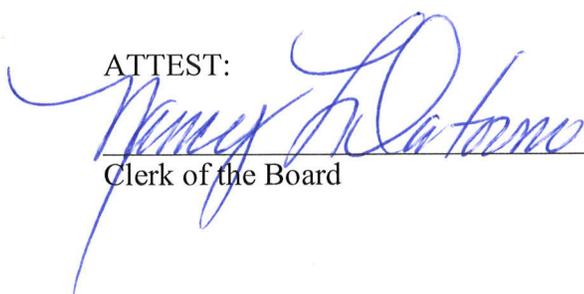
The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 20th day of August, 2013 by the following vote:

AYES: Supervisors GOSS, SIMPSON, KENNEDY, SWOFFORD
NOES: Supervisors THRALL
ABSENT: Supervisors NONE



Chairperson, Board of Supervisors

ATTEST:



Clerk of the Board

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.

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR – 2

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.

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR – 3

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.

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR – 4

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.

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PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR

Deleted: DIRECTOR OF ALCOHOL AND DRUG PROGRAM SERVICES¶

DEFINITION

Under administrative direction this position plans, organizes, develops and directs, the functions, services and programs of the 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.

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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.

Deleted: manage and supervise the Plumas County's Drug and Alcohol prevention, treatment and rehabilitation programs; to direct and supervise staff providing alcohol and drug program services; to represent Department activities, programs, and services with community organizations and other government agencies; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required

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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Deleted: that is appointed by and serves at the pleasure of the Board of Supervisors. The incumbent will have general responsibility for the administration of a major area of County Government under the direction of the Board of Supervisors by overseeing Alcohol and Drug programs. Responsibilities may also include some counseling services if appropriate licenser/certification is possessed.¶

Deleted: through the County Administrative Officer.¶

Deleted: Chief/Senior Alcohol and Drug Therapist, Department Fiscal Officer and such other positions/classifications as maybe assigned.¶

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR – 2

Deleted: DIRECTOR OF ALCOHOL AND DRUG PROGRAM SERVICES

EXAMPLES OF DUTIES

- Plan, 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.
- 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.

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Deleted: program

Deleted: <#>Provides the Alcohol and Drug Advisory Board with information regarding Alcohol and Drug programs in Plumas County and consultants with it regarding the development and implementation of the County's program and budget.¶

Deleted: department program

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.

DIRECTOR OF ALCOHOL AND DRUG PROGRAM SERVICES – 3

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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DIRECTOR OF ALCOHOL AND DRUG PROGRAM SERVICES – 4

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.

Deleted: (Job related experience may be substituted for the required education on a year to year basis.)

Deleted: Alcohol, Drug,

Deleted: rehabilitation

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.

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Deleted: or possession of combined certification by the California Association of Alcohol and Drug Counselors or the equivalent can be substituted for up to two years of the required experience

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Deleted: rehabilitation

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 through employment.

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To perform professional counseling and assessments for clients must have possession of combined certification by one of the certifying (agencies) bodies approved by the State of California Alcohol & Drug Programs as stated in the (California Code of Regulations, Chapter 8 §9846, 10125 & 10564 Div.4, Title 9) Counselor Certification Text of final Regulations. ¶

Participation in quaterly 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.

Deleted: Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles