

## **BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR**

### **DEFINITION**

Under the Behavioral Health Director, this position plans, organizes, develops and manages 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; may serve 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; under the direction of the Behavioral Health Director 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.

### **DISTINGUISHING CHARACTERISTICS**

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

### **REPORTS TO**

Behavioral Health Director or Deputy Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR - 2**

### **EXAMPLES OF DUTIES**

- Assist with the planning a County wide program of prevention, treatment, and recovery services for Alcohol and Drug related problems.
- Recommends to the Behavioral Health Director the provision of services, establishment of facilities, and service contracts.
- Prepares an annual report for the Board of Supervisors relating to all activities of the County's Alcohol and Drug Programs and Services.
- Maintains statistical information for the preparation of a variety reports, including Board of Supervisors annual report.
- Keep up-to-date on new legislation and directives from state and federal agencies.
- Align with the Department of Health Care Services plan for behavioral health integration and partnership with primary care partners.
- As directed by Behavioral Health Director, works with the State Department of Alcohol and Drug Programs.
- Supports best practices for a Drug Medi-Cal plan that increases the likelihood of recovery and wellness and supports effective client-centered practices
- Develops grant proposals to seek additional services and funding revenues for the department.
- Monitors grant activities for compliance issues according to grant specifications, document activities for reporting purposes, and provide technical assistance as needed to support program success.
- Support fiscal department with required budget / fiscal documentation as needed.
- Keep required records as specified by regulations, directives, and other requirements.

### **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 along with continuous contact with staff and the public.

## **BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM 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 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**

- Develop, negotiate and monitor contracts for services.
- Present and interpret factual and statistical data.
- 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.

## **BEHAVIORAL HEALTH ALCOHOL AND DRUG PROGRAM ADMINISTRATOR – 4**

### **TRAINING AND EXPERIENCE:**

#### **Qualifications required for this position:**

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 Driver's License at time of appointment. The valid California Driver's 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.