

COUNTY OF SOLANO

SUBSTANCE ABUSE ADMINISTRATOR

DEFINITION

Plans, organizes and manages the day-to-day operations of the Substance Abuse Services delivery system to meet federal and state regulatory and fiscal requirements/constraints; and represents Solano County at the state and federal levels; serves as a member of the department's senior management team.

CLASS CHARACTERISTICS

This is a single position class with overall responsibility for directing the County's comprehensive alcohol and other drug abuse programs to serve targeted and general populations of Solano County. This class reports to the Director of Health & Social Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Health and Social Services/Deputy Director of Mental Health.

Exercises supervision over technical and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, organizes and directs the County Substance Abuse Service system within the Health & Social Services Department to alleviate problems related to alcohol and other drug abuse; directs program planning and goals development for Substance Abuse prevention, treatment and recovery services for all public and private alcohol and other drug abuse programs and services in the County; assesses County needs and plans, organizes and directs the development of program components.

Directs administrative and operational oversight of AOD services; manages substance abuse services operations through subordinate managers and supervisors; directly supervises program management and administrative staff; reviews, monitors and maintains Substance Abuse division policies and procedures, quality assurance measures and utilization review plan for consistency and ensures compliance with standards and regulations; ensures coordination of program services with other H&SS division; ensures development and maintenance of program protocol and criteria for community and county based certification and eligibility to receive federal and state AOD funding.

Acts as liaison with representatives of the Alcohol and Drug Advisory Board, state and regional health and social services providers, interested community organizations and other

County departments. Serves as County and departmental representative in state, local and federal meetings of AOD administrators.

Administers all federal, state and local funds allocated to the County for alcohol and other drug (AOD) services; ensures program effectiveness by monitoring compliance with federal, state and County standards and regulations; ensures appropriate expenditure of public funds; monitors utilization review, work production and other information related to service delivery, directs operational changes to increase effectiveness and efficiency of operations; analyzes and interprets federal, state and local legislation, regulations and policies governing AOD services; reviews proposed legislation and makes recommendations regarding necessary changes.

Prepares and monitors division budget; directs the research, development and submittal of grant proposals.

Assists in planning, development and administration of Health and Social Services programs and management activities; coordinates divisional operations with other departmental activities through consultation with other senior management team members; recommends the provision of services, establishment of facilities, contracting for services or facilities, etc. to the Board of Supervisors.

Ensures the dissemination of information on alcohol and other drug problems and services to promote general knowledge of addiction; makes public presentations upon request.

Reviews and evaluates proposed or enacted legislation, regulation and policy to ensure the compliance of the County's Substance Abuse Program.

May be assigned additional managerial or administrative duties, may conduct special studies, convene committees on behalf of the Department, Director; investigates and resolves issues of administrative concern.

Investigates, arbitrates and responds to consumer complaints and grievances against program providers; refers such to ADP as needed.

Maintains and evaluates ongoing training and technical support for substance abuse providers; advises in the selection, negotiation, monitoring and evaluation of contract providers.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public administration and organization applicable to public agencies, including personnel and fiscal management, procedures and practices used in planning, development, implementing and coordinating the activities of substance abuse programs.

State and Federal laws and regulations governing County alcohol and drug abuse programs.

Modern theories and practices of therapeutic, rehabilitative and supportive counseling, social and medical problems of alcoholics and drug abusers.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan, organize and manage the substance abuse program.

Provide leadership and supervise the work of others.

Prepare, administer and manage contracts.

Develop and present program plans and budgets; understand and analyze expenditure reports.

Prepare and present narrative and statistical reports.

Speak effectively before professional groups and community organizations.

Evaluate substance abuse problems and determine appropriate treatment methodologies.

Understand, interpret, explain and comply with laws, regulations and policies governing assigned substance abuse program operations.

Secure cooperation and teamwork among professional and/or support staff.

Organize and prioritize work assignments.

Identify and analyze administrative problems related to assigned program and implement operational changes.

Determine and evaluate levels of achievement and performance.

Supervise subordinate managers, supervisors and support staff.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Five (5) years of progressively responsible administrative experience in the delivery of alcohol and drug program or mental health or a combination of management services which include program planning, and budget evaluation, management and policy development.

Education/Training:

A Bachelor's degree is required from an accredited college or university, preferably in Social Work, Public Health, Social Science, Public Administration or a closely related field; a Master's degree in one of these fields may be substituted for one year of experience.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License may be required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Director of Human Resources

Established Date: November 1998

Revised Date: February 2003

BOS Date: June 30, 2003

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