

## PROGRAM ADMINISTRATOR (SUBSTANCE ABUSE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for activities and services related to drug and/or alcohol abuse in the Department of Community Mental Health. The incumbent must be knowledgeable in the operation of drug and/or alcohol abuse programs including fiscal affairs, logistics and licensure. The position is also characterized by extensive contact with officials of treatment centers, funding and licensing agencies. The incumbent is expected to contribute to the development of program operating policy, although operations are carried out within the policies and procedures approved by the Commissioner of the Department of Community Mental Health. Supervision may be exercised over a small number of professional and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and coordinates all assigned contractual programs to insure quality delivery of service. Reviews and approves major operational matters in the facilities including annual budgets, program plans, personnel changes and staffing patterns;

Researches and develops new contractual programs in cooperation with agency executives to support the planning and program development decisions of the department;

Coordinates and directs the implementation of new programs consistent with departmental policies and state regulations;

Participates in the development of the department's short and long-term planning efforts;

Acts as the Department of Community Mental Health liaison to representatives of the New York State Division of Substance Abuse Services and/or Division of Alcoholism and Alcohol Abuse;

Assists in the development of solutions to program management problems at contract agencies;

Keeps abreast of developments in the areas of prevention and treatment of alcohol and/or substance abuse;

Organizes and directs interagency task forces formed to resolve aspects of alcohol and/or drug abuse problems in the county;

Develops research and data collection instruments and methodology and prepares reports;

Addresses community groups as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

EXAMPLES OF WORK: (Illustrative Only) (con't)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques, particularly as applied to health care facilities; good knowledge of the operations of drug and/or alcoholism abuse treatment facilities; good knowledge of administrative reporting and control procedures and techniques associated with budget, personnel and statistical matters; good knowledge of the laws applicable to drug and/or alcohol abuse treatment services; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to work cooperatively with professional and non-professional personnel; ability to plan and supervise the work of others; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five years of experience in the field of alcoholism, drug abuse, mental health, public health or health care, three of which must be in clinical dependency programs, and two years of which must have been in a supervisory or managerial capacity.

SUBSTITUTIONS: A Master's Degree\* in Health Care Administration, Public Health Administration, Public Administration or in a clinical mental health discipline may be substituted for the above experience at the rate of 30 credit hours per year for up to two years. There is no substitute for the two years of specialized experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in New York State, at the time of appointment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.