

PROGRAM ADMINISTRATOR (TASC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent directs and coordinates the Treatment Alternatives for Safer Communities (TASC) Program. The incumbent is responsible for administering a program providing treatment alternatives to incarceration for individuals with mental illness and/or alcohol/substance abuse problems. The incumbent maintains extensive liaison with county, state, and municipal officials. Supervision is exercised over professional, para-professional and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Sets program goals and objectives in conformance with Federal, State and County legal requirements;

Develops and implements overall policies, procedures and standards for direction of the program;

Establishes liaison with criminal justice officials, alcohol and substance abuse treatment centers, mental health programs and municipal officials;

Interprets state directives and regulations to assure county and local compliance with contractual requirements;

Monitors staff activities to assure the accomplishment of project goals and requirements;

Establishes systems and procedures regarding administrative reporting and monitoring requirements of the project;

Maintains oversight of the program's data collection systems, integrating these with existing departmental systems for the purpose of permitting the department to regularly monitor the program;

Oversees the preparation of required financial and administrative records and reports;

Conducts and coordinates outreach efforts for the purpose of identifying new opportunities for TASC referral;

Oversees required training programs for staff development;

Meets regularly with elected local and law enforcement officials to discuss and review areas of mutual concern relating to the TASC project;

Meets with staff periodically to identify and resolve administrative and program problems;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Conducts and responds to reports, audits, and studies relating to the program;

Formulates and executes a budget;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the fields of substance abuse and the organization of the Criminal Justice system; good knowledge of the principles and practices of administration including personnel, budgeting, financial record-keeping and statistical analysis; good knowledge of the principles and practices of office management and supervision; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word-processing, e-mail and/or database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; tact; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) four years of experience in the field of criminal justice, chemical dependency, or community mental health, two of which must have included supervision; or (b) a Master's Degree* in Criminal Justice, Behavioral Science, or Social Science, and three years' experience as described in (a), including the supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

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

SPECIAL REQUIREMENT: Must possess a valid license to operate a motor vehicle in the State of New York.

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