

DIRECTOR OF DRUG AND ALCOHOL SERVICES

Department: Human Services

Classification: Competitive

Specification Number: 1815

Approved: 3/19/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

a) Graduation from a New York State or Regionally accredited college or university with a Master's Degree, and five (5) years of experience in drug or alcohol counseling, two (2) years of which must have been in a supervisory capacity; or,

b) Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree, and seven (7) years of experience in drug or alcohol counseling, two (2) years of which must have been in a supervisory capacity.

PROMOTIONAL

Three (3) years of permanent competitive status as a Drug and Alcohol Program Coordinator.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is responsible for the administration of the Town program providing educational and counseling services relating to the prevention and treatment of drug and alcohol abuse. The incumbent develops resources for financial support of the program, and promotes the growth of community acceptance and commitment to the goals and objectives of the program. Supervision is exercised over professional counseling and field staff, administrative and clerical personnel. Work is subject to review by a department head through conferences, reports and observation. Does related work as required.

TYPICAL WORK ACTIVITIES

Formulates plans to implement and direct a drug and alcohol abuse counseling service;

Oversees the procedures for coordinating operations and services of the agency;

Ensures compliance with guidelines promulgated by federal, state and County funding and regulatory agencies;

Coordinates and supervises the work of professionals and specialists relating to drug and alcohol abuse, education, counseling and treatment;

Develops programs to make the public aware of the problems of drug and alcohol abuse;

Writes proposals for grants and contracts with public and private agencies;

Attends and participates in conferences, lectures and public information meetings relating to the problems of drug and alcohol abuse.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of federal, state, county and town guidelines and regulations relating to funding of services to drug and alcohol abusers; thorough knowledge of the social and clinical problems associated with drug and alcohol abusers; thorough knowledge of the procedures, methods and objectives of therapeutic counseling; good knowledge of current trends in the field of drug and alcohol abuse, education and treatment; ability to present ideas accurately, concisely and clearly, both orally and in writing; ability to establish and maintain cooperative relationships with community organizations, governmental agencies, professional colleagues and personnel; bookkeeping methods and principles; ability to plan, assign and supervise the work of a professional staff and to instruct and train employees in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.