

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: DEPUTY DIRECTOR - Operations aDDAPT**

Posting# 1352-0515md

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: \*Step 56; \$2,664 bi-weekly - \$33.30 per hour plus benefits package**  
*Step increase available after completing probation and annually thereafter.*

**\*AMENDED DATE: June 3, 2015**

**CLOSING DATE: \*Open until filled**

*\*All applications received by June 17, 2015 will be screened by the Personnel Office.*

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### JOB SUMMARY:

Under general direction, manages functional aspects of all programs and services provided by the Department of Drug and Alcohol Prevention and Treatment.

### DUTIES INCLUDE:

**Assists** in negotiating and preparing contracts, program budgets and adjustments, grant applications, funding applications and reports, and coordinates services to ensure efficiency and avoid duplication.

**Keeps** the Director informed of the operations of assigned programs, and advises the Director on the overall operation of the Department's programs and contracts.

**Makes** staffing decisions including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel in cooperation with other Department management staff.

**Works** in cooperation with other Department management staff to design and complete performance and outcome monitoring studies.

**Serves** as HIPAA and 42 CFR Part 2 Privacy Officer for the Department.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Knowledge of:** Operational aspects of human service programs, state, county, and local government organization, statutory responsibilities, and functions and Modern office procedures.

**Skill in:** Creative thinking and analytical problem solving; Training others; Public speaking and interpersonal communication; Word processing, spreadsheet, and other basic computer applications; document composition; Reading, writing – especially technical publications and Basic mathematics including the ability to understand and explain descriptive and basic analytical statistics.

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities and Communicate effectively verbally and in writing; Ability to work with limited supervision; Ability to maintain files, records, and reports; Ability to coordinate multiple tasks efficiently.

### REQUIREMENTS FOR EMPLOYMENT:

Master degree in Public, Business or Healthcare Administration or a related field and five (5) years of work experience in social services, human services, or substance use disorder services including any combination of management, administration, direct services, supervision, and program planning, which includes a minimum of one year in a lead, supervisory, or administrative capacity. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:**

Current licensure as a Substance Use Disorder Counselor (SUDC) or Mental Health Professional in the State of Utah is Preferred, but not required. If selected, and out-of-state applicant who possesses a similar license from another state may be required to obtain Utah licensure during the probationary period. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

