

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIRECTOR - DRUG & ALCOHOL PREVENTION & TREATMENT  
CLASS CODE: 1061

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 9/26/2014 (Revised 10/18/2011 version)  
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT

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### **JOB SUMMARY**

Under general direction of the County Commission supervises, plans, coordinates, and directs the activities of the Utah County Department of Drug & Alcohol Prevention & Treatment.

### **ESSENTIAL FUNCTIONS**

Supervises, plans, coordinates, and directs the work of the department; makes staffing decisions including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation for the department.

Supervises and coordinates involvement with other County departments, volunteer groups, outside agencies, and with district, juvenile, and justice courts.

Prepares the departmental budget and monitors and approves purchase orders and expenditures; makes maintenance and purchasing decisions for equipment, tools, and supplies.

Coordinates with the State Division of Substance Abuse and Mental Health and other state and county agencies in order to interpret and implement federal, state, and county laws and policies as they relate to Drug and Alcohol Prevention and Treatment within Utah County.

Ensures services comply with state and federal programs and with accepted and licensed practices.

Reports to the Utah County Local Substance Abuse Authority in order to comply with statutory requirements of Utah Code.

Assists in developing job descriptions for positions within the department and within the Children's Justice Center consistent with the licensing requirements of the State Office of Licensing.

Supervises contracting decisions including preparation of Requests For Proposal and the decision of which proposal(s) to accept.

Oversees all court referred programs.

Sits on a variety of public and private coordinating groups and/or boards. Represents the state on national and interstate committees as needed.

Promotes Drug and Alcohol Prevention and Treatment services in Utah County and provides public education on substance abuse issues by participating in health fairs, radio talk shows, public speaking activities, and by providing information to elected and appointed officials as requested or needed.

Oversees the development and implementation of the County substance abuse data collection and monitoring system and works closely with contractors to ensure accurate data collection across systems.

Writes grant applications and submits necessary statistical reports.

Provides for the collection and dissemination of substance abuse data as needed and provides timely and accurate reports to county, state, and federal agencies.

Monitors county-provided and contracted services for contract compliance, effectiveness, and accuracy.

Responds to public health emergencies as required by department or County administration.

Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** psychological and sociological conditions and issues related to human development, substance abuse and addiction; federal, state, and county laws and codes governing and affecting the work; County Rules and Regulations; structure and functions of County government and various community organizations and programs; modern office practices and procedures; supervisory techniques.

**Skill in:** word processing, spreadsheets, data processing, and basic programs; reading, writing, and basic math; writing grants; document composition; analytical problem solving.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; effectively motivate and supervise others; perform budgeting and contract management; communicate effectively verbally and in writing; maintain files, records, and reports; coordinate multiple tasks efficiently.

### **PHYSICAL DEMANDS**

**Regularly:** sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; drives a motor vehicle.

**Occasionally:** lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is typically performed in an environmentally controlled building.

### **EDUCATION AND EXPERIENCE**

Requires a Master's Degree in sociology, social work, psychology, public administration or a related field and five (5) years of work experience performing drug and alcohol prevention or treatment services or similar activities of which two (2) years included directly managing a related program. Equivalent combinations of education and experience may also be considered.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.