

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DEPUTY DIRECTOR - OPERATIONS
CLASS CODE: 1352

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 4/20/2015
DEPARTMENT: DRUG AND ALCOHOL PREVENTION AND TREATMENT

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

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.

Performs site visits, monitors fiscal reports, and reviews performance and fiscal data to ensure contract compliance and appropriate service delivery.

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.

Maintains and updates personal and professional skill levels and professional licensing, as appropriate.

Provides technical assistance, training, leadership and support to enhance communication and cooperation between various programs of the Department, and contractors and Utah County.

Serves as the primary point of contact between the Department and other Utah County Departments as appropriate, such as Public Works, Communications, Personnel, Purchasing, and others.

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

Assists in the development of short and long term Department goals using performance and fiscal data, needs assessment strategies, and community input.

Develops and implements appropriate policies, procedures, and standards for providing non-treatment services including facility licensing application and renewal.

Develops operational aspects of new programs as determined through needs assessment and initiates the implementation of such programs directly or through subcontracting in cooperation with other Department management staff.

Serves as Director-Drug and Alcohol Prevention and Treatment in the Director's absence.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Operational aspects of human service programs, state, county, and local government organization, statutory responsibilities, and functions.
- 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.
- 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.
- 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;

PHYSICAL DEMANDS

Typically:

Sits at a desk or table.

Regularly:

Walks, stands, or stoops.

Drives a motor vehicle.

Works for sustained periods of time maintaining concentrated attention to detail.

Occasionally:

Lifts or otherwise move objects weighing up to 30 pounds.

Walks long distances required for commercial air travel, advocacy work with state and national legislative agencies.

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. Work exposes incumbents to contagious or infectious diseases. Work exposes incumbent to possible bodily injury from potentially hostile situations.

EDUCATION AND EXPERIENCE

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.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

- 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.
- Selected applicants are subject to a background check.

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.