

**CLASS TITLE: ASSISTANT ADMINISTRATOR  
SUBSTANCE ABUSE**

**Class Code: 02822600  
Pay Grade: 28A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for assisting in the development, direction, coordination and evaluation of a comprehensive and integrated statewide substance abuse program; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a superior with considerable latitude for the exercise of independent judgement; work is reviewed for conformance to policies, rules, regulations and objectives.

**SUPERVISION EXERCISED:** Supervises and reviews the work of a technical clerical staff and/or other treatment staff assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for assisting in the development, direction, coordination and evaluation of a comprehensive and integrated statewide substance abuse program.

To be responsible for the development of a quality assurance program for substance abuse treatment.

To be responsible for program follow-up activity.

To assist in the development of licensing standards, policies, or procedures to ensure program effectiveness and compliance.

To be responsible for monitoring and evaluating programmatic systems of substance abuse service providers and to make recommendations thereon.

To assist in the development and monitoring of service contracting process and utilization review system.

To monitor and ensure treatment goals and services meet specific objectives and are in compliance with appropriate statutes concerning targeted population to which they are providing substance abuse treatment services.

To be responsible for providing technical assistance to substance abuse treatment agencies in order for programs to meet their goals and objectives as outlined in their contract with the department.

To be responsible for preparing program development reports and recommendations; and as required to assist in the preparation of annual budget requests.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of program management and the ability to apply such knowledge in developing, directing, coordinating and evaluating a comprehensive and integrated statewide substance abuse program; the ability to coordinate effectively the various programs and facilities of substance abuse; a working knowledge of state and/or federal regulations relating to substance abuse programs and funding requirements; the ability to establish programmatic monitoring and evaluation systems; a working knowledge of substance abuse treatment needs; the ability to develop licensing and quality assurance standards, as well as policies and procedures to ensure program effectiveness and compliance; the ability to provide technical assistance to substance abuse treatment agencies; the ability to supervise and review the work of a subordinate staff; the ability to prepare reports, the ability to prepare studies and reports containing findings, analyses and recommendations; the ability to establish and coordinate effective working relationships with superiors, community organizations and the public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and  
Experience: Such as may have been gained through: employment in a responsible position in a public or private human service agency involving program compliance, monitoring or grant management.  
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 3, 1988

Editorial Review: 3/15/03