

**CLASS TITLE: ASSISTANT COORDINATOR,  
COMMUNITY NARCOTICES  
TREATMENT PROGRAM**

**Class Code: 02828600**

**Pay Grade: 23A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist in directing the overall administrative functions and therapeutic programs of a state community narcotics treatment program for the care, custody and treatment of detoxified addicts seeking rehabilitation from the use of drugs; and to related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Coordinator Community Narcotics Treatment Program from whom are received general and specific work assignments; work is subject to review for conformance to policies, rules and instructions.

**SUPERVISION EXERCISED:** Exercises administrative direction and supervision over a subordinate staff to insure conformance to established policies and procedures and results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist in directing the overall administrative functions and therapeutic programs of a state community narcotics treatment program for the care, custody and treatment of detoxified addicts seeking rehabilitation from the use of drugs including the operation of a community narcotics treatment center.

To be responsible for the supervision of a residential narcotics treatment program conducted at a state institution such as the Adult Correctional Institution.

To be responsible for the procurement activities of the program including the preparation and approval of requisitions for materials, equipment, supplies and services; and direct the maintenance of an inventory control system for such materials, equipment and supplies.

To be responsible for the establishment and maintenance of statistical reports and facts concerning the program's operations.

To prepare the agency's annual budget and annual report under the direction of the coordinator of the program.

To speak before groups explaining the concept of rehabilitation at the Community Narcotics Treatment Center its objectives and goals, and prepare field trips for various groups to the center to stimulate public awareness and interest in the center.

To assist the coordinator in the preparation of reports regarding the rehabilitative progress of addicts while residents of the center.

To make decisions, subject to the approval of the coordinator, regarding rules and regulations affecting our philosophy of treatment.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of modern approved principles and practices involved in the care and therapeutic treatment of drug addicts and the ability to apply such principles and practices in performing assistance of the administration of a community narcotics treatment center; a working knowledge of the causative factors and of modern treatment methods of emotional and behavior problems of addicts; a working knowledge of the effects and signs of drug use; a working knowledge of federal and state laws governing the operation of a narcotics treatment center as well as court procedures relative to such services; the ability to assist a superior in the formulation of plans,

policies and objectives related to the administration of a narcotics treatment center; the ability to prepare clearly written reports of a statistical nature; the ability to establish and maintain effective working relationships with superiors, associate, subordinates, and residents; 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: considerable employment in an administrative capacity in a community narcotics treatment center or similar facility, or considerable employment involved in the rehabilitation of addicts.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 27, 1971

Editorial Review: 3/15/03