

CLASS TITLE:

**ASSOCIATE ADMINISTRATOR
SUBSTANCE ABUSE
CONTRACT MANAGEMENT AND
PROGRAM COMPLIANCE**

Class Code: 02822800

Pay Grade: 33A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, coordinating, supervising and reviewing the work of a subordinate staff engaged in the contractual and program compliance process for the community substance abuse treatment system; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is subject to review through conferences and reports for conformance to established policies, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a subordinate technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, coordinating, supervising and reviewing the work of a subordinate staff engaged in the contractual and program compliance process for the community substance abuse treatment system.

To be responsible for the preparation and monitoring of all contracts for the community treatment system.

To be responsible for the management of program compliance including but not limited to, the review of site visit reports of community treatment programs.

To be responsible for the preparation of federal grant applications and to assist in the preparation of state and departmental plans, documents and budget forms relative to the substance abuse treatment programs.

To represent the department as a member of the Board for the Certification of Chemical Dependency Professionals, as well as the Governor's Council on Mental Health Planning and the Grant Review Committee.

To be responsible for the review of grant applications from community based agencies.

To be responsible for developing promulgating program licensing standards.

To provide technical assistance to community program agencies and prepare responses therefore.

To prepare required reports as necessary.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of program planning, compliance and contract management as it relates to the administration of a substance abuse treatment system; a thorough knowledge of state and federal regulations, program compliance and funding requirements as it applies to a substance abuse program; the ability to establish and maintain a grants management and program compliance process; a thorough knowledge of community area treatment needs; the ability to supervise and review the work of a subordinate technical and clerical staff; the ability to provide technical assistance to community program agencies; the ability to prepare comprehensive reports and recommendations as required; the ability to establish and maintain effective working relationships with superiors, departmental officials, 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: considerable employment in a responsible position in a private or public agency involving social service program management and contract monitoring and compliance.

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