

**CLASS TITLE: ASSOCIATE ADMINISTRATOR,
 SUBSTANCE ABUSE POLICY
 AND PROGRAM DEVELOPMENT**

**Class Code: 02828900
Pay Grade: 33A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for managing the process necessary for the development of current and future program standards consistent with the Office of Substance Abuse published and internal plans for system development for prevention, intervention, treatment, education, and criminal justice programs in the substance abuse system; and to do related work as required.

SUPERVISION RECEIVED: This position 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. This position works for the Chief of Policy and Program Development.

SUPERVISION EXERCISED: Assigns and reviews the work of professional, clerical and consultative staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To initiate the process for the planned development of program standards, i.e., convene advisory groups and develop drafts for program standards.

To review literature and/or convene the public process to determine the need for development of policy, regulation or guidelines.

To provide for public notice and review of proposed standards, conduct public hearings, and other relevant steps in the process of standards development consist with the Office of Substance Abuse's system plans.

To establish a calendar for development of all standards not presently in existence and for updating of existing standards.

To work with the Chief of Policy and Program Development in the establishment of a priority listing for the development of program standards.

To deliver technical assistance to community programs and respond to written and telephone inquiries or requests for assistance relative to program standards.

To be responsible for staffing all advisory groups necessary for the development of program standards.

To work with the Chief of Policy and Program Development in the development of long-range plans and initiatives for the development of the substance abuse system.

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 and policy development as it relates to the administration of a substance abuse treatment system; a working knowledge of state and federal plans and program guidelines; the ability to supervise a participatory planning process; the ability to review literature and formulate appropriate policy and plans from such a process; the ability to provide technical assistance to agency staff and 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, planning, and policy.

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

Class Revised: July 25, 1992

Editorial Review: 3/15/03