

CLASS TITLE:

**ASSOCIATE DIRECTOR - MHRH
(DIVISION OF SUBSTANCE ABUSE)**

Class Code: 02592800

Pay Grade: 44A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Mental Health, Retardation and Hospitals, to be responsible for planning, developing, and administering a comprehensive and integrated statewide program for the prevention, intervention and treatment of substance abuse; to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Executive Director-MHRH (Behavioral Healthcare Systems) with wide latitude for the exercise of independent judgement; work is subject to review through consultations and submitted reports to insure quality and conformance to standards, laws, policies, rules, regulations and departmental objectives.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Mental Health, Retardation and Hospitals, to be responsible for planning, developing and administering a comprehensive and integrated statewide program for the prevention, intervention, and treatment of substance abuse.

To directly manage the operations of the Division of Integrated Substance Abuse Systems.

To develop service system plans reflective of assessed needs; to establish implementation plans and manage the distribution of program resources.

To supervise the allocation of state and federal monies to agencies and vendors who provide substance abuse services.

To play a lead role in the identification and procurement of fiscal and other resources to support the service system.

To plan a lead role in identifying and promulgating best administrative, clinical and fiscal practices throughout the system.

To coordinate substance abuse services and activities with other MHRH divisions, state departments, the federal government, municipalities, school districts, the criminal justice system, consumers, advocates and providers.

To assure system compliance with all relevant licensing and regulatory requirements.

To continually evaluate system performance and develop proposals for improvements in service availability, access, quality and outcome.

To promote applied research and academic linkages.

To manage preparation of operating and capital budget requests and to assure fiscal integrity and accountability.

To represent the Director and/or Executive Director, as required at executive, legislative and regulatory proceedings.

To maintain effective working relationships with related constituency groups and organizations.

To maintain effective working linkages with the Division of Integrated Mental Health Services and related mental health service providers.

To serve on or provide staff for a variety of committees and boards and to represent the Executive Director as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the principles and practices and practices employed in the management and administration of substance abuse prevention, intervention, and treatment programs; the ability to apply these principles and practices in the administration of a comprehensive and integrated statewide system of substance abuse services; the ability to integrate and effectively coordinate various programs, facilities, and administrative and fiscal operations; the ability to plan, coordinate and review the work of professional personnel through consultation and through evaluation of reports for conformance to prescribed objectives, directions and policies; the ability to analyze problems and systematically develop interventions and resolutions; the ability to work creatively and independently; the ability to establish and maintain effective working relationships with state employees, vendors, community groups, officials and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's Degree in Social Work, Clinical Psychology, Public Administration, Public Health, or a related field; and

Experience: Such as may have been gained through: employment in a responsible administrative position in a substance abuse program.

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

Class Created: December 19, 1999

Editorial Review: 3/15/03