

# Job Posting

<b>Organization:</b>	Franklin/Fulton County Drug and Alcohol
<b>Job Code / Title:</b>	County Drug and Alcohol Deputy Administrator
<b>Type Position:</b>	Full Time
<b>Salary Range:</b>	\$52,795.23
<b>Pay Grade:</b>	21
<b>Posting Length:</b>	30 Days
<b>Posting Dates:</b>	09/21/2022 – 10/21/2022
<b>Contact Name / Number:</b>	Charles Martin III / (717)261-3150
<b>Job Description:</b>	See Attached

## ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:
  - A Master's Degree or above from an accredited college with a major in medicine, chemical dependency, psychology, social work, counseling, nursing (with a specialty in nursing/health administration, nursing/counseling education or a clinical specialty in the human services) or other behavioral sciences, public administration or business management and two (2) years of professional experience providing direct service and/or program planning in a human service agency, including one (1) year supervising human service professionals; or
  - A Bachelor's Degree from an accredited college with a major in chemical dependency, psychology, social work, counseling, nursing (with a specialty in nursing/health administration, nursing/counseling education or a clinical specialty in the human services) or other behavioral sciences, public administration or business management and four (4) years of professional experience providing direct service and/or program planning in a human service agency, including one (1) year supervising human service professionals; or
  - An Associate's Degree from an accredited college with a major in chemical dependency, psychology, social work, counseling, nursing (with a specialty in nursing/health administration, nursing/counseling education or a clinical specialty in the human services) or other behavioral sciences, public administration or business management and six (6) years of professional experience providing direct service and/or program planning in a human service agency, including one (1) year supervising human service professionals.
2. County of Franklin Approved Additional Special Requirements: None

## HOW TO APPLY – ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 10/21/2022. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Charles Martin III, 272 North Second Street, Chambersburg, P.A. 17201

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

## FRANKLIN COUNTY

### Drug and Alcohol Deputy Administrator

November 12, 2020

Position Description

Exempt

#### **OVERALL OBJECTIVE OF JOB**

To provide structure, support, and assistance with administrative work in conjunction with the department Administrator for the Single County Administrative (SCA) oversight of both Franklin and Fulton Counties, a joinder entity. This position will assist the Administrator, in a teamwork atmosphere, to direct, implement, and operationalize policies and regulations in regard to the planning and direction for the department. One fundamental duty of this position will be to interact with and oversee SCA support for the criminal justice system. This employee will be assist in contract monitoring, provision of technical assistance, and administration of recovery service delivery. This position will also assist in efforts to continually improve access to and quality of services overall.

#### **ESSENTIAL FUNCTIONS OF JOB**

1. Assists with and supports the Administrator in the daily operations of the SCA to ensure compliance with the law, e.g., Act 63, the Pennsylvania Code, local ordinances, SCA policies, procedures, and directives.
2. Serves as the second in command and back-up point of contact for the Bureau of Drug and Alcohol, Fulton County Human Services and Franklin County Human Services administration departments.
3. Assists with oversight and management for contracts between the counties and the Bureau of Drug and Alcohol program as to the operation of the Single County Authority (SCA).
4. Works in conjunction with other internal and external County programs and departments such as the District Attorney's office and Adult Probation and Parole to identify, create and implement programs which will directly assist individuals experiencing alcohol dependency and substance abuse disorders.
5. Assures quality of the services provided both by employees and contracted providers.
6. Participates in studies, analysis, and evaluations of community needs and resources.
7. Participates in the management and provision of service delivery.
8. Provides input into the development and implementation of a staff training plan.
9. Performs limited work in all areas of personnel management.
10. Provides input for all staff members' evaluations; assigns daily work and performs immediate supervisor functions.
11. Assists with collecting and compiling narrative information and statistics used by others in the preparation of reports and documents for various state and county authorities.
12. Provides input towards the formulation of written policies and procedures, implements as directed.
13. Advocates for individual and families' needs with substance use professionals, mental health professionals, medical professionals and others within the general community.
14. Plans, develops and implements treatment and recovery-oriented activities, initiatives and projects.
15. Assists in evaluation of department-funded services and activities; understands data and statistics and the correlation between program outcomes and funding.

## **Drug and Alcohol Deputy Administrator**

Position Description

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### **ESSENTIAL FUNCTIONS OF JOB CONT'D**

16. Provides a platform for a variety of community-based pathways to prevention, treatment, and recovery.
17. Collects and compiles data to provide visual representation of community need and quality of services funded by the department.
18. Assists the department Administrator with the Annual Report as it relates to prevention, treatment, and recovery related activities, projects and initiatives.
19. Participates in internal and external department meetings to represent the recovery scope of practice in the continuum of care.
20. Serves as a department representative within Franklin and Fulton Counties and presents information in public speaking engagements, presentations, workshops and training.
21. Assists the Administrator, Human Services Administrator, and other County administrative personnel with developing, implementing, and monitoring contracts which allocates funds for the provision of services.
22. Collects, prepares, and analyzes document and data for best fiscal management and practices needed for daily operations of the department.
23. Collaborates on and supplies information needed to prepare plans for ongoing or new grant applications.
24. Attends all meetings, trainings', and professional development opportunities as needed to ensure quality and comprehensive functioning of the job and for the department.

### **OTHER DUTIES OF JOB**

1. Perform other job related duties, as required.

### **SUPERVISION RECEIVED**

Receives limited supervision and instruction from the SCA Drug & Alcohol Administrator in regard to daily work duties and job performance.

### **SUPERVISION GIVEN**

Supervises approximately 3-5 department staff. This position will also temporarily step in and cover all Administrator staff oversight for staff during periods of absences.

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I HAVE READ THE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF DRUG AND ALCOHOL DEPUTY ADMINISTRATOR AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
(Signature of Employee)

(Date)

\_\_\_\_\_  
(Signature of Supervisor)

(Date)

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.