

DEPUTY DIRECTOR OF SUBSTANCE ABUSE SERVICES

This is administrative work in directing and coordinating the statewide effort for substance abuse prevention, intervention, and treatment in the Substance Abuse section of Division of Mental Health, Mental Retardation, and Substance Abuse Services. The employee directs all section programs planning to include goals and strategies, personnel, resource and budgetary management. Work includes serving as the authority in the Division on Substance Abuse matters and providing high level consultation to the Division Director, the State Management Team, other state agencies, institution directors, regional offices, and forty-one area programs. The employee also serves as representative for the division to the legislative process, Division's Executive Staff, North Carolina Substance Abuse Certification Board, and professional organizations. Work involves providing a leadership role in developing and maintaining involvement and cooperation with both the public and private sector components of the service delivery system and serving on the Governor's Council for Adolescent Services and the Interagency Team that includes representatives of other state agencies involved in substance abuse services. Employee receives supervision from the Director of Division of Mental Health, Mental Retardation and Substance Abuse Services.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee plans and directs the development of a six-year plan and long range goals and standards for the statewide substance abuse services within the parameters of federal and state regulations and the overall goals and objectives of the Division of Mental Health, Mental Retardation, Substance Abuse Services. Employee works with Assistant Deputy Director of Substance Abuse Services and program managers on an as-needed basis in planning work operations and division activities with regional offices, state and local agencies. Analysis and interpretation of legislation is required in directing the development of policies, procedures and program guidelines.

Organizing and Directing - Employee determines organizational structure and makes internal organizational changes based on program emphasis, priorities, legislative mandates, and response to advisory councils and special population groups. Work is assigned in building and strengthening program services to program managers through the Assistant Deputy Director.

Budgeting - Employee oversees budget preparation and submits budgets and justification for funds to division management and/or appropriate officials. Employee receives input from staff on projected needs within program areas.

Training - Employee approves training for staff to enhance the ability of the employees to meet changing program emphasis and goals.

Setting Work Standards - Employee establishes work standards governing program areas which are consistent with legislation and division policies and procedures. Work involves ensuring that policies and procedures are administered by program managers and that quality standards are met.

Reviewing Work - Employee reviews the work of subordinates through reports and periodic conferences or staff meetings. Program goals and accomplishments are formally reviewed on an annual basis.

Counseling and Disciplining - In accordance with state policy, the employee administers grievance and appeal procedures and may counsel with employees depending on the action taken by the immediate supervisor. Dismissals are discussed with the Division Director.

Performing Other Personnel Functions - Employee reviews and approves personnel selection, makes final hiring decisions for division staff and reviews and approves performance appraisals. Employee reviews and approves recommendations on promotion and salary adjustments.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is frequently affected by revisions in program priorities in response to changing needs within program components.

Variety of Work Supervised - Employee directs staff involved in the administration of substance abuse programs in prevention, employee assistance, DWI and criminal justice, regulatory, licensure and standards. Services are administered in alcoholic rehabilitation centers, private contracted agencies, and area mental health centers.

Number of Employees Responsible For - Employee is directly responsible for a staff of 20-30.

III. EXTENT OF SUPERVISION RECEIVED: Work is performed independently within the guidelines of Division of Mental Health, Mental Retardation, and Substance Abuse Services. Work is reviewed during regular division staff meetings and formally on an annual basis.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of principles, methods and techniques of substance abuse prevention, intervention and prevention. Considerable knowledge of the legislative process, funding resources, and impact upon operating programs. Considerable knowledge of the operating standards, policies, and procedures of the Division of Mental Health, Mental Retardation and Substance Abuse Services and its organizational structure. Ability to develop program goals and objectives and to plan and evaluate programs. Ability to establish and maintain effective working relationships with federal, state, and area programs, community leaders, special interest groups and advisory councils, and the public. Ability to speak effectively in public and to express ideas clearly both in written and oral form.

Minimum Training and Experience - Master's degree in human services, public administration, public health, business administration or a related field and five years of administrative/management work related to human services or substance abuse, including one year in a high level consultative capacity; or an equivalent combination of training and experience.