

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF CHEMICAL DEPENDENCY SERVICES **GRADE:** 24

**TITLE ABBREVIATION:** DIR CHEM DEP SEV **TITLE NO.:** 6326

**JURIS.CL:** C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** MENTAL HEALTH **DIVISION:**

**NATURE OF THE WORK:** The Director of Chemical Dependency Services has the responsibility for planning, coordinating, and overseeing County-wide alcohol, substance abuse, and co-occurring mental health/chemical dependency programs as administered through the Orange County Department of Mental Health.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-class position allocated to the competitive class of the classified service. Work is performed under the general direction of the Commissioner and/or Deputy Commissioner of Mental Health. General supervision is exercised over alcohol, substance abuse, and co-occurring mental health/chemical dependency programs, and support staff as assigned.

**TYPICAL DUTIES AND TASKS:**

Oversees, coordinates, and administers all licensed and funded alcohol, substance abuse, and co-occurring mental health/chemical dependency services in Orange County;

Administers and plans educational public information programs interpreting alcohol, substance abuse, and co-occurring mental health/chemical dependency programs; coordinates efforts, as needed, with County Offices and Departments, municipal police departments, State Police, and Orange County's Community organizations engaged in alcohol-related traffic safety.

Conducts studies and prepares reports to determine the needs of the community in relation to the problems of alcohol, substance abuse, and co-occurring mental health/chemical dependency needs;

Maintains liaison with the New York State Office of Alcoholism and Substance Abuse Services and New York State Office of Mental Health for licensing, funding, monitoring, and planning functions;

Conducts planning for Orange County of service needs, program capacity, gap analysis, and program development;

Supervises the maintenance of records; prepares, reviews, and approves reports for all alcohol, substance abuse, and co-occurring mental health/chemical dependency services;

Interrelates with public and private agency groups to assist in solving mutual problems and to develop improved services in the alcohol, substance abuse, and co-occurring mental health/chemical dependency services fields;

Maintains liaisons necessary to survey needs in the fields of alcohol abuse, substance abuse, and co-occurring mental health/chemical dependency; attends meetings related to the problems of alcohol abuse, substance abuse, and co-occurring mental health/chemical dependency; prepares annual report accounting for all monies received and expended for the programs;

Facilitates and hosts workshops and arranges staff development activities to discuss alcohol, substance abuse, and co-occurring mental health/chemical dependency problems;

Coordinates relevant education, training, and technical assistance for all licensed providers and professionals in the system;

Evaluates existing alcohol, substance abuse, and co-occurring mental health/chemical dependency related treatment and rehabilitation programs within the County to eliminate duplication of services.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of services provided in the mental health field regarding alcohol and substance abuse; thorough knowledge of the principal methods and procedures used in organizing and promoting services for alcohol, substance abuse, and co-occurring mental health/chemical dependency; good knowledge of the basic principles and practices of community organization; ability to prepare and present complex oral and written reports clearly and concisely; ability to plan and supervise the work of others; ability to establish working relationships with others; initiative, good judgement, and tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Doctorate Degree in a human service field and two (2) years of paid experience related to the field of mental hygiene, one (1) year of which must have been in a supervisory capacity; OR
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Social Work, psychology, counseling, rehabilitation or nursing and three (3) years of paid experience in the field of mental hygiene, one (1) year of which must have been in a supervisory capacity.