



Uintah County

Job Description

Title:	Drug Abuse & Prevention Coordinator	Code:	436
Division:	Administration	Effective Date:	11/08
Department:	Grants	Last Revised:	11/08
FLSA Cat:	Non-Exempt	Pay Grade:	20

GENERAL PURPOSE

Performs a variety of **administrative and clerical** duties related to the general administration and operation of the County's drug use/abuse educational program for individuals and families impacted by the use/abuse of methamphetamines and/or other substances.

SUPERVISION RECEIVED

Works under the general supervision of the Grant Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Plans, develops, coordinates and manages the operation of a program for those needing information and assistance dealing with methamphetamines or related substances.

Works with families, individuals, and offenders to determine the scope of services required for assistance or rehabilitation.

Provides case management to assist, track, and monitor individuals receiving services.

Collects and monitors data, creates reports, and communicates with a board concerning the program's operation and effectiveness.

Coordinates with Drug Court Trackers and other supporting agencies to assure continuity and quality of services being provided.

Develops and maintains collaborative relationships with other key, partnering agencies; develops and oversees public awareness campaigns.

Attends meetings as required.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High School Diploma or equivalent;

AND

B. Two (2) years of responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of the criminal justice system; modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; the operation of personal computer and various software applications for word processing (MS Word), spreadsheets, database management; general accounting and bookkeeping procedures and practices. **Working knowledge** of effective interviewing techniques; sociological and psychological issues, processes and procedures for working with individuals and families impacted by substance abuse; various

processes related to drug abuse; **Some knowledge** of various funding and grant sources available to the County.

Ability to maintain filing and record keeping system relating to confidential and sensitive materials and information; develop effective working relationships with the public, law enforcement, court officials, attorneys, special interest groups and government agencies; communicate effectively, verbally and in writing; manage financial resources of the office and accurately account for the same; operate a calculator, copy machine, and a personal computer using standard word processing software, and other types of standard office equipment.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Some travel may be required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)