

## Summary

This position serves as the Assistant Director of the Office of Drug Control Policy (ODCP) within the West Virginia Department of Human Services (DoHS). The ODCP is charged with leading development of West Virginia drug control policy, which includes all programs and services related to the prevention, treatment, and reduction of substance use disorder, in coordination with Department Bureaus and other state agencies.

Responsibilities of the Assistant Director include but are not limited to, contributing to the ongoing development of the ODCP and assistance with a statewide strategic plan; coordinating with other entities; coordinating funding; convening meetings with partner agencies - federal, state, local, and non-profit; coordinating the collection, reporting, and sharing of all pertinent data; creating a central repository of drug overdose information; representing the state and Department to national, state, and local agencies and advocacy groups on substance use disorder issues impacting the state; and serving as a key congressional and legislative liaison for Departmental programs.

## Key Responsibilities

- Assist in monitoring the strategic plan with the goal of reducing the prevalence of drug and alcohol use disorders and smoking in the state.
- Coordinate with the Office of Human Resources and the Director to perform all HR duties for ODCP.
- Supervise all ODCP staff and projects.
- Address urgent issues and resolve immediate challenges in the workplace.
- Coordinate with the Office of Communications on all presentations, official correspondence, media requests, etc.
- Develop, implement, and monitor grants and contracts in partnership with other state departments and bureaus.
- Assist in monitoring, coordinating, and overseeing the collection of data and issues related to drug, alcohol, and substance use disorder policies and prevention impacting state and local programs.
- Encourage coordination among public, private, state and local agencies, organizations, and service providers while monitoring related programs.
- Develop a clearinghouse of information and act as the referral source, using existing resources within the Department, relating to emerging best practices and evidence-based substance use disorder prevention to include cessation, treatment, and recovery programs, youth tobacco access, smoking cessation and prevention. Identify gaps in information referral sources.
- Assist in coordinating media campaigns designed to demonstrate the negative impact of substance use disorder, smoking, and the increased risk of tobacco addiction, including other diseases affecting public health.

## Knowledge, Skills, and Abilities

- Knowledge of the theories, principles and techniques of the prevention, treatment and reduction of substance use disorder.

- Knowledge of federal and state statutes, regulations and program standards in the prevention, treatment and reduction of substance use disorder.
- Knowledge of state and federal fiscal regulation, policies and procedures.
- Knowledge of the principles of leadership and management.
- Ability to develop, plan, coordinate and evaluate statewide health and human services programs related to prevention, treatment and reduction of substance use disorder.
- Ability to work effectively with coworkers, the public, advocacy groups, federal and state agencies in the prevention, treatment and reduction of substance use disorder.
- Ability to coordinate preparation and execution of large and complex budgets.
- Ability to establish program standards and control, monitor and evaluate program administration and delivery of services.
- Ability to provide technical consultation and policy interpretation related to the prevention, treatment and reduction of substance use disorder.
- Ability to communicate effectively, both orally and in writing.
- Ability to supervise the work of others.

#### Minimum Qualifications

- **Education:** Bachelor's degree from an accredited college or university in the area of assignment.
- **Experience:** Five years of full-time or equivalent part-time paid professional experience in the area of assignment, two years of which must have been in a program administration capacity.
- **Substitution:** Post-graduate training in the area of assignment may substitute through an established formula for the non-supervisory experience.
- *Experience in public health, law enforcement, substance use disorder treatment, and/or policy development preferred.*

#### Salary

The ODCP Assistant Director position is classified-exempt; the salary is commensurate with education and experience.