

# MEDINA COUNTY COMMISSIONERS

Position Description

Executive Director

Medina County Drug Abuse Commission



## SUMMARY

The Executive Director of the Medina County Drug Abuse Commission (MCDAC) serves under a mutual reporting relationship between the Medina County Commissioners, Medina County Administrator and a 9-member Commission: Develops, disseminates, receives and reviews grant fund applications for tobacco, and drug abuse education, enforcement and treatment; Works with appropriate agencies to identify needs and/or available resources within the county; Plans, organizes, directs and supervises department activities to support the Commission's mission; Assesses data to determine service gaps in County; Disseminates information as appropriate; Works with law enforcement agencies; Conducts training.

## PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Manages grants with a diverse range of policies and procedures, restrictions, guidelines and requirements. Responsible for the management, administration and support functions of MCDAC for grants associated with drugs and tobacco. Serves as the main liaison between MCDAC and funding agencies. Interprets and implements the policies and procedures of the county and funding agencies. Develops, disseminates, receives and reviews grant applications for substance abuse education, enforcement and treatment programs. Advises prospective applicants of grant procedure. Obtains required legal documents, coordinates funding and monitors activities of grant funded programs. Collects information regarding tobacco control programs, services and resources throughout Medina County. **Time spent: 45%**
- II. Provides ongoing, detailed, long- & short-term fiscal analysis of grants. Advises alternative funding strategies for spending based upon available funds, existing funding obligations, grant limitations and restrictions, as well as developing long-range funding plans. Responsible for the timely preparation or renewal proposals; submission of paperwork for possible extension periods and incremental funding requests. Oversees the day-to-day operations of post-award activities. Submits grant proposals to support further tobacco control activities. **Time spent: 15%**
- III. Works with appropriate agencies to identify needs and/or available resources within the county. Works to encourage countywide coordination of programs. Compiles and maintains data for program evaluation and development. Assesses data to determine tobacco control service gaps in County. Researches appropriate federal, state, and local requirements to facilitate compliance by all parties. **Time spent: 15%**
- IV. Plans, organizes, directs and supervises department activities to support Commission functions. Recruits countywide representation to the Commission to reflect the diversity of Medina County. Reports monthly the Commission and County Board of Commissioners. Performs related duties as assigned. Works with law enforcement agencies to target sale of tobacco to youth. Assists in the organization of compliance check points in retail establishments to curb sale of tobacco to youth. **Time spent: 15%**

Class #: 61611C    Class Title: Executive Director I    Position Control #: 10000.0    Normal Wrkg Hrs from 8 am to 4:30 pm  
County of Employment: Medina County    Working Title: Director Medina County Drug Abuse Commission Pos # & Title of Supervisor:  
10161.0, County Administrator

- V. Disseminates information as appropriate. Performs speaking engagements on behalf of the Commission. Develops and targets appropriate population base to improve awareness, knowledge and attitude toward tobacco usage. Conducts training on tobacco use and prevention in County school districts. Works with others in establishing smoking cessation programs throughout county. **Time spent: 5%**
  
- VI. Performs other duties as assigned. Maintains confidentiality of protected information. **Time spent: 5%**

**Class Title/Position Number of Position(s) Supervised: None.**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_ Date: \_\_\_\_\_

	<b>KNOWLEDGE ^ SKILLS ^ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge	(1) Grant funding policies and procedures and applicable local, state, federal and regulations. (2) Federal, state and/or community funding sources & mechanisms. (3) Knowledge of mathematics. (4) Office practices & procedures*; (5) Administrative procedures; (6) County personnel policies*;	Develops, disseminates, receives and reviews grant fund applications for tobacco and drug abuse, education, enforcement and treatment;  Works with appropriate agencies to identify needs and/or available resources within the county;  Interprets and implements the policies and procedures of the county and funding agencies.  Advises prospective applicants on grant procedures.
Skills:	(7) Records maintenance; (8) Work effectively with wide range of constituencies in a diverse community. (9) Information research skill. (10) Database management skills. (11) Proposal and grant writing skills. (12) Organizing and coordinating skills. (13) Complete routine forms; (14) Write & prepare meaningful reports & memorandum; (15) Excellent problem solving skills.	Provides ongoing, detailed, long- & short-term fiscal analysis of grants.  Advises alternative funding strategies for spending based upon available funds, existing funding obligations, grant limitations and restrictions,  Timely preparation or renewal of proposals; submission of paperwork for possible extension periods and incremental funding requests.
Ability:	(16) Perform complex tasks & prioritize multiple projects (17) Communicate effectively, both orally and writing. (18) Prepare RFPs, reports and proposals. (19) Make administrative/procedural decisions & judgments. (20) Analyze budgetary line items within budget guidelines. (21) Provide advice & information in areas of expertise. (22) Work cooperatively with co-workers, Commission members, various agencies & citizenry of Medina. (23) Handle sensitive interactions, telephone calls and face-to-face contact with the public, Commission members, and agencies; (24) Work with limited supervision; (25) Share & safeguard information as may be required; (26) Define problems, collect data and facts and draw logical conclusions and then negotiate solutions; (27) Prepare & complete required paperwork mandated by federal, state and local agencies*; (28) Travel independently throughout county; (29) Function independently and have personal integrity; (30) Close vision and ability to adjust focus; (31) With or without accommodations, talk, hear, stand, walk, use stairs, sit; use hands to fingers, handle or feel objects, tools, or controls; and reach with hands and arms;	Works with appropriate agencies to identify needs and/or available resources within the county.  Encourage countywide coordination of programs.  Compiles and maintains data for program evaluation and development.  Reports monthly to Commission and County Board of Commissioners.  Plans, organizes, directs and supervises department activities to support Commission  Prepares and completes all mandated paperwork  Answers routine questions & inquiries;

\* Developed after employment

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### **QUALIFICATIONS**

- 1) **EXPERIENCE:** Five (5) -plus years in the field of addiction treatment counseling, education. These five (5) years may have been obtained in a public health, public administration, business administration, or management setting. However, all candidates must have a minimum of a baccalaureate degree and two (2) years of managerial experience in working directly with grant funded programs.
- 2) **EDUCATION:** BA or BS required, Masters Degree preferred in social work, psychology or related field and specific training in the field of dependency/substance abuse prevention, or a closely related field.
- 3) Good public-speaking, public education and presentation skills.
- 4) Ability to research and interpret local, state, and federal policies.
- 5) Valid Ohio Driver's License and clean driving record.
- 6) Experience using computer systems, systems applications, and other office equipment.

### **COMPETENCIES / ESSENTIAL FUNCTIONS**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to travel independently throughout the county.
- Must be able to function independently.
- Mental capacities make independent decisions.
- Maintain automobile insurance coverage and have access to an automobile.
- While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required for close vision and ability to adjust focus.