



Job Description

TITLE: Deputy Director Alternative Sentencing	JOB CODE: 2645
DEPARTMENT: Alternative Sentencing	FLSA: Exempt
PREPARED: January 2006	FLSA CLASS: Supervisor
UPDATED: April 12, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: YES

Summary: The Deputy Administrator plans, organizes and manages the general operations of the treatment, monitoring and support components of the department; performs a variety of administrative and support functions; assesses and resolves a variety of administrative problems and inquiries; prepares a variety of administrative and financial documents; maintains records and ensures compliance with applicable laws and regulations.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Collaborates with department administrator in administrative functions and general program operations; coordinates services of managerial staff and serves as acting administrator when the administrator is unavailable.
- Coordinates and performs a range of staff and operational support duties; serves as liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
- Coordinates interdepartmental and interagency networking for provision of internships and clinical supervision services.
- Schedules and coordinates meetings, events, interviews, appointments and other similar activities for the program administrator.
- Prepares and assists in the preparation of regular and ad hoc statistical and narrative reports.
- Performs basic information gathering, analysis and forecasting as directed.
- Assists the program administrator and senior staff in problem solving, project planning and the development and execution of program goals and objectives; issues written and oral instructions as directed.
- Assists in the preparation of evaluative reports, annual budgets and grant applications.
- Oversees the maintenance of quality control roster, general program and clients chart audits, facility inspections, evaluations and related reviews.
- Reviews budget recordkeeping, including revenue and expense reporting for accuracy and completeness.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of programs targeting alcohol or alcohol abuse and treatment.
- Knowledge of budgets, grant requirements and financial reporting for local government.
- Knowledge of applicable Federal and State laws and regulations.
- Knowledge of County policies and procedures.
- Knowledge of management principles, practices and methods.

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- Knowledge of grant and contract writing and management, and of procurement regulations.
- Skill in gathering data, compiling information and preparing reports.
- Skill in communicating effectively, both orally and in writing.
- Skill in writing and administering grants.
- Skill in effectively leading and training staff, and in delegating work and projects.
- Skill in planning, organizing and evaluating the projects and programs.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.
- Skill in working with a wide variety of professionals, including law enforcement, the judicial, mental health, education and probation.

Education and Experience:

- Bachelor's Degree in Social Work, Substance Abuse, Psychology, or a related field, and three (3) years relevant work experience in the field with a minimum of two (2) years supervisory and/or management experience.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____