

# ***NOTICE OF VACANCY***

**DEPARTMENT:** Mental Health  
**TITLE:** Director of Substance Abuse Services  
**GRADE/SALARY:** 40M - \$65,474 plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The Director of Substance Abuse Services has overall management responsibilities, administratively and clinically, for the substance abuse program(s) to which assigned. The incumbent is responsible for the administrative oversight for the substance abuse service delivery system. The Director of Substance Abuse Services reports to the Commissioner of the department. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application.

Candidates must hold a New York State Division of Alcoholism and Alcohol Abuse credential as an Alcoholism Counselor (CASAC); **AND** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Human Services or a Human Services related field, Public Health or Nursing, **AND** one (1) year supervisory experience in human services work; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Services, or a Human Services related field, Public Health or Nursing **AND** two (2) years of experience in a health and human services work environment, one (1) year of which must have been in a supervisory capacity.

### **NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
2. Candidates **MUST** submit copy of CASAC certificate with application.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. The incumbent must possess a valid New York State driver's license at time of appointment and must maintain license throughout appointment.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Until position is filled.

**\*\*Oneida County is an equal opportunity employer\*\***