

# City of Sallisaw Job Description

**Job Title:** Prevention Services Director

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**Exempt (Y/N):** Yes  
**Date:** November 2019

**Department:** Administration - Grants  
**Reports To:** City Manager

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## **JOB SUMMARY**

This is a professional position, wherein the incumbent is responsible for overall project management. Oversees the planning and implementation of alcohol, tobacco and/or drug prevention strategies. Incumbent must have knowledge of the underlying principles of the public health approach to alcohol, tobacco and/or drug problems. Incumbent must be able to work independently and initiate change within the community. Incumbent works closely with the Sallisaw NOW Coalition Board. Incumbent must have dependable transportation and be able to work flexible hours, according to need. This position is contingent on grant funding.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Assume a strong leadership role in development of goals and programs for the department.
- Be knowledgeable on all related contract requirements, deliverables, and compliance related to programmatic and agency policies and procedures.
- Responsible for development and monitoring of strategic planning.
- Have the ability to articulate the activity of the program in annual reports and in presentations.
- Develop professional relationships with local, regional, Tribal, State, and Federal leaders in prevention field.
- Manage and nurture staff and coalition members to enhance collaborations across multiple sectors.
- Assume primary responsibility for directing initiatives to sustain the coalition.
- Energize and enlarge Coalition partnership relationships.
- Appear for scheduled work with regular, reliable, and punctual attendance
- Performs other duties as assigned

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **SUPERVISORY RESPONSIBILITIES**

Supervises coalition staff and volunteers. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **EDUCATION AND/OR EXPERIENCE**

Bachelor's Degree in related field or at least five years experience in the field of prevention. Minimum two years of experience implanting grant-funded prevention programs.

## **LANGUAGE SKILLS**

Ability to read and understand program requirements. Ability to document activities and provide reports. Must be able to demonstrate good communication and management skills. Must have the ability to speak effectively in large and small groups.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Must have strong oral and written communication skills, strong interpersonal and leadership skills, be well organized and able to multitask. Follow through on details necessary to support and complete projects are essential. Contact with others beyond immediate associates, but generally of a routine nature, Frequent contact with general public, patrons or other outside representatives.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Oklahoma driver's license with driving record suitable to the City's insurance carrier. Must have Certified Prevention Specialist (CPS) certification from the Oklahoma Drug and Alcohol Professional Counselor Association (ADAPCA) or be able to obtain within six (6) months of hire.

**PHYSICAL DEMANDS:** The physical 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. While performing the duties of this job, the employee would be required to sit for periods of time, talking on telephone, working with computers. Travel is required, driving, going in and out of buildings, walking from parking lots and carrying display materials and distribution pamphlets.

**WORK ENVIRONMENT:** Office setting and meeting rooms within communities.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

**\*\*A pre employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of Sallisaw, Oklahoma.**

Approved:  \_\_\_\_\_  
City Manager

Date: 12/9/2019