

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
DRUG POLICY COORDINATOR

DEFINITION

Under the executive direction of the Governor, provides leadership and coordinates all statewide drug enforcement efforts, substance abuse treatment grants/programs and substance abuse prevention/education programs in communities and schools in Iowa; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Administers the operations of the Office of Drug Control Policy including establishing its vision/mission, long-term/strategic planning and a results/outcomes-based budget; oversees personnel functions such as hiring, developing and monitoring staff performance.

Monitors state/federal narcotics enforcement and substance abuse treatment, prevention and educational programs and assists in the development/implementation of local and community strategies to fight substance abuse.

Works with a variety of councils, boards, commissions, elected officials, government staff, public interest groups, private sector organizations and the general public to identify common interests, develop solutions to issues and build consensus on drug enforcement and substance abuse issues.

Takes a long-term view and initiates changes and uses opportunities to move the Office of Drug Control Policy toward its established vision and mission; provides leadership and fosters partnerships with Iowa's drug enforcement and substance abuse community.

Makes sound and well informed decisions; understands the impact/implications of those decisions and commits to action to accomplish organizational goals.

Effectively expresses ideas and facts to individuals and groups and makes clear/convincing oral and written presentations; networks with key individuals to ensure that current and future goals and objectives are met.

Understands laws, rules, regulations, procedures and policies that apply to narcotics enforcement and substance abuse and maintains knowledge and credibility in the area.

COMPETENCIES REQUIRED

Administers programs and staff by establishing and coordinating budgets, establishing strategic directions for the office and its programs, hiring and developing staff, and ensuring efficient and effective delivery of services.

Understands and applies laws, rules, administrative regulations, procedures and policies related to narcotics enforcement and substance abuse; maintains knowledge and credibility with others in relation to narcotics enforcement and drug abuse prevention/education.

Works effectively with a variety of councils, boards, commissions, elected officials, government staff, public interest groups, human services professionals, private sector organizations and the general public to gather input, form useful coalitions, identify common interests, solutions to issues, and develop consensus.

Applies knowledge of the principles and practices of public relations in promoting narcotic enforcement and substance abuse programs.

Makes sound and well informed decisions; perceives the impact and implications of decisions; commits to action in order to accomplish organizational goals.

Adapts behavior and work methods in response to new information, changing conditions, and unexpected obstacles and is open to change and new information.

Demonstrates a belief in own abilities and ideas; is self-motivated and results oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning.

Takes a long-term view and initiates organizational change for the future; recognizes and uses opportunities to move the organization toward its vision.

Expresses ideas and facts to individuals and groups effectively; makes clear and convincing oral presentations.

Expresses facts and ideas in writing in a succinct and organized manner.

Identifies and keeps up-to-date on key agency policies and priorities, as well as management, economic, political and social trends which impact the organization.

Displays high standards of ethical conduct; exhibits honesty and integrity. Refrains from dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to direction. Follows policy and cooperates with superiors. Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a Master's Degree in Social Work, Law Enforcement, Education, Public Administration or the equivalent and ten years of increasingly responsible level experience in drug enforcement, substance abuse prevention/education and drug treatment that includes at least five years of management and supervisory responsibility.

Effective Date: 12/02 JG