

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Drug & Alcohol Program Assistant Administrator /80007831
Type Position:	Full Time / Exempt
Salary Range:	\$50,312 to \$60,374.40
Posting Length:	15 days
Posting Dates:	2/6/2026-2/20/2026
Contact Name / Number:	Casey Zuchowski ; 570-723-8205 or Marlo Carl; 570-723-8204
Job Description:	See Attached Job Description

ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Three (3) years of professional experience in drug and/or alcohol treatment, intervention, prevention or case management and a Bachelor's Degree in Chemical Dependency, Public Health, Sociology, Psychology, Education, Business or related field. Educational experience beyond a Bachelor's Degree in one of the above areas will be accepted on a year-for-year basis.

Or

Any equivalent combination of experience and training that includes fifteen(15)credits in Chemical Dependency, Public Health, Sociology, Psychology, Education, Business or related field.

2. Approved Additional Special Requirements: None
3. Valid Driver's License

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 2/20/2026. Late applications will not be accepted.

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: hr@tiogacountypa.us

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)			2. Employee Number		Position Number 80007831															
3. Department	Bureau		Division		Headquarters	Organization Code														
4. Class Title Drug and Alcohol Program Assistant Administrator			Working Title Drug and Alcohol Program Assistant Administrator			Class Code														
5. Regular Work Schedule Start Time: <input type="text"/> Lunch Length: <input type="text"/> End Time: <input type="text"/> Hours/Week: <input type="text"/>			Position is: <input type="checkbox"/> Full-Time <input type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary EXEMPT Reports to: Name Class Title																	
Days Worked (check all that apply): <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">S</td> <td style="padding: 2px;">M</td> <td style="padding: 2px;">T</td> <td style="padding: 2px;">W</td> <td style="padding: 2px;">Th</td> <td style="padding: 2px;">F</td> <td style="padding: 2px;">S</td> </tr> <tr> <td style="padding: 2px;"><input checked="" type="checkbox"/></td> <td style="padding: 2px;"><input type="checkbox"/></td> </tr> </table>							S	M	T	W	Th	F	S	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
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Explain any schedule variations:																				

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Drug and Alcohol Program Assistant Administrator

The Drug and Alcohol Program Assistant Administrator is responsible to the Human Services Administrator for the management and functions of the Drug and Alcohol Unit. Work will involve all areas of the D&A Unit, including but not limited to, daily oversight of Case Management, Screening, Assessment and Prevention activities, preparation and monitoring of fiscal activities, development and review of internal policies and procedures, program planning, and liaison activities with program stakeholders. Work is performed independently within a framework prescribed by the Human Services Administrator through weekly meetings, status reports and ongoing discussions.

Specific duties and responsibilities include, but are not limited to:

- Review State Contracts and cross walk any amendments to existing policies/practices, make recommendations for changes, present to Administrator and implement approved recommendations within a prescribed framework.
- Review all Program Manuals, including but not limited to the Operations Manual, the Treatment Manual, the Fiscal Manual, the Prevention Manual and the Gambling Manual, and ensure adherence to requirements set forth within the Manuals through the development of policies and procedures and monitoring of all D&A services.
- Manage all funding assigned to the D&A unit, identify any problem areas and make recommendations on budget/provider allocations.
- Work with the Contract Unit in the development of requests for proposals, scoring of proposals and providing recommendations of bidders.
- Oversee and supervise the delivery of Assessment, Case Coordination, and Prevention activities, through 1 D&A Case Management Specialist, 1 Case Management Supervisor and 2 Contracted Prevention Specialists.
- Verify and analyze county wide D&A client and service data.
- Research alternative funding opportunities and write proposals for securing additional funds for SCA.
- Develop a comprehensive strategic plan for the SCA
- Monitor all Screening and on-call activities through a purchase of service agreement.
- Review and approval of the development and implementation of service plans and authorizations.
- Prepare 30 day cash request to ensure appropriate cash flow.
- Ensure all employees attend any required or necessary trainings.
- Assess and coordinate provider training activities.

Name:

JOB DESCRIPTION: SECTION 6 -- Continuation Page

- Prepare reports and documents for county and state authorities within established timeframes.
- Monitor and evaluate the quality of prevention and treatment service delivery in conjunction with the Contract Unit and Fiscal Department as necessary.
- Prepare a monthly status report on program activities for the Administrator, with an analysis of any problems/issues and supporting statistical information.
- Responsible for the accuracy of data in the D&A Client Management System.
- Responsible for all SCA records and retention of those records.
- Prepare and participate in all state monitoring activities, including pre-submissions and exit interviews.
- Attend and participate in state or association meetings, D&A Planning Council meetings, DHS Advisory Board Meetings, and other meetings as required.
- Attend Management Team meetings as requested.
- Perform related work as required

Essential Functions include but are not limited to:

- Knowledge of drug and alcohol program planning and development.
- Knowledge of budget development
- Knowledge of Personnel practices
- Ability to plan and organize work and set priorities
- Ability to read and interpret policies, contracts, regulations and financial statements
- Ability to conduct analysis of fiscal, statistical and programmatic information
- Ability to communicate effectively both orally and in writing
- Ability to maintain effective working relationships with stakeholders
- Ability to conduct needs assessments, interpret results and identify needs
- Ability to perform strategic planning.
- Demonstrate proficiency and safety in the operation of equipment/machines

HIPPA Access Level:

Middle Management: Individuals with this access level usually receive PHI related to operations of their specific department that has been aggregated and summarized for management decision making. Information sources may include quality improvement activities, credentialing, licensing, auditing, business planning for cost management and volume projection, and analysis and others. Middle Managers have access to all client/consumer records in their entire department to monitor and evaluate diagnosis, treatment and client outcomes.

Equipment and/or machines used in the performance of the above duties:

Personal computer/keyboard/laptop, printer and related software

Standard telephone systems, including cell phones

Photocopier

Fax Machine

Shredder

Standard small office equipment (stapler, scissors, paper cutter, etc)

Postage machine

Calculator/adding machine

Automobile