Pima County's Drug Treatment Alternative to Prison Program
Program Coordinator – Job Description

Pima County operates a Drug Treatment Alternative to Prison (DTAP) Program pursuant to a prosecutor-driven model administered by the Pima County Attorney. The DTAP Program enables eligible drug-addicted felony criminal defendants to plead guilty to an offense and then enter a therapeutic community treatment system under supervision for three years as an alternative to a prison sentence. The Program begins with several months of residential or intensive outpatient drug treatment, followed by wraparound recovery support services managed by a resource manager, including transitional housing, life skills training, higher education, job training and placement services, and counseling, accompanied by drug testing, probation monitoring, and regular court hearings.

The Program Coordinator for Pima County's DTAP Program is an executive employee of the Pima County Attorney's Office whose functional title is "DTAP Program Director." The DTAP Program Director oversees the day-to-day operation of Pima County's DTAP Program and the administration of funds associated with the DTAP Program. Within the Pima County employment structure, the official classification for this position is "Program Coordinator." [See the attached classification, which provides a general description of the job duties associated with the position of Program Coordinator.]

More specifically, the DTAP Program Director facilitates coordination and cooperation among all the various agencies involved in operating Pima County's DTAP Program and ensures their adherence to the DTAP Protocol, the DTAP Memorandum of Understanding among participating agencies, and federal grant requirements. These agencies include, but are not limited to: the Pima County Attorney's Office Criminal Division, the Pima County Public Defender's Office, the Pima County Probation Department, the Pima County Jail, the Pima County Superior Court, the Regional Behavioral Health Authority (Community Partnership of Southern Arizona, Community Partnership Care Coordination, and Cenpatico), The Haven, Pasadera, CODAC, Old Pueblo Community Services, Primavera Foundation, and other community service organizations located in Pima County.

The DTAP Program Director also is responsible for management of the various grants and funds that support the DTAP Program, including federal grants, state appropriations, and local contributions. The DTAP Program Director must maintain a close working relationship and positive communication with funding agency program managers and is responsible for the preparation of grant reports, grant continuation requests, and related documents, including budgets and financial reports. The DTAP Program Director works closely with the County Attorney's Administration Division finance staff.

The DTAP Program Director works with the Administration Division to manage all contracts and intra-county cost transfers associated with the DTAP Program, including but not limited to cost transfers to the Probation Department and contracts with an independent evaluator at the University of Arizona, as well as contracts with substance abuse treatment providers including The Haven, Pasadera, and CODAC, as well as transitional housing providers including Old Pueblo Community Services.

The DTAP Program Director is an executive level administrator who reports directly to the Chief Deputy County Attorney. Occasional travel, including out-of-state travel, is required to attend conferences, grantee meetings, and other events.

Desired qualifications for this position include a master's degree or a law degree, previous leadership experience and a minimum of five years' relevant work experience. Salary DOE. To apply, send a cover letter and resume by June 5, 2015 to: Paula Johnson, Personnel/EEO Coordinator, Pima County Attorney's Office, 32 N. Stone Ave., 19th Floor; Tucson, AZ 85701 or email: Paula.Johnson@pcao.pima.gov.

Code: 7120
Title: PROGRAM COORDINATOR - UNCLASSIFIED

SUMMARY: Supervises and coordinates the day-to-day activities of a specific single functional program. This is distinguished from Program Manager by its direct participation in the day-to-day activities of a single functional program with highly specified objectives. Conversely, the Program Manager manages and administers a large, multi-faceted specialized program with diversified activities. This classification is appointed, unclassified and exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Coordinates, supervises and participates in the activities of a specialized program;
Provides support and participates in the daily activities essential to the completion of program objectives;
Coordinates program activities with other departments, governmental agencies and the public;
Meets with representatives of other departments, governmental agencies and the public to resolve program-related problems, address issues and discuss program goals and objectives;
Provides internal services support for the program by coordinating activities with such departments as Human Resources, Management Information Systems, Budget, Finance, Purchasing, etc.;
Develops or participates in the development of program goals and objectives and program budgets;
Researches, analyzes and reports on program activities;
May coordinate and/or supervise daily staff activities including those of other Program Coordinators;
May perform required managerial functions in the absence of management;
May perform public relations activities by speaking, giving demonstrations and coordinating publicity campaigns with the media.

KNOWLEDGE & SKILLS:

Knowledge of:
- practices of program coordination and administration;
- principles and practices of budgeting, accounting and financial management;
- principles and practices of effective supervision;
- practices and procedures for providing internal services.

Skill in:
- developing program goals and objectives;
- expressing, explaining and interpreting program policies and practices to the public;
- communicating effectively, both orally and in writing;
- supervising, training and evaluating support personnel.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in public or business administration or a field closely related to the program area, as determined by the appointing authority and two years of progressively responsible program administration experience or experience directly related to the nature of the program.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

07/29/90
Updated 12/23/13(lsg)