

Job Posting

Department: Lackawanna County Department of Human Services

Organization: Lackawanna County Commission on Drug & Alcohol Abuse, which functions as the Single County Authority (SCA)

Job Code/Title: L0684 – Drug and Alcohol Prevention Program Manager

Position Number: 0001

County: Lackawanna

Work Location: 135 Jefferson Avenue, 2nd Floor, Scranton, PA 18503

Type of Job: Civil Service in a local government Single County Authority (SCA)

Type of Position: Permanent/Full Time

Pay Range/Step: 35/S

Work Hours: 9:00 a.m. to 4:30 p.m. – Monday thru Friday

Posting Length: March 17, 2009 to April 3, 2009

Contact Name: Lackawanna County Deputy Director for Human Resources

Contact Number: 570-963-6771

Job Description: See Attached

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

- One year as a Drug & Alcohol Prevention Program Specialist or Prevention Program Supervisor; *or*

- A Bachelor's Degree in Health Education, Education, the Social or Behavioral Sciences or related fields and three years of progressively responsible experience in prevention, including one year in work involving community development; *or*
- Any equivalent combination of experience or training.

“For any other classifications, a determination will be made to whether a logical occupational, functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.”

How to Apply:

Interested candidates must complete and submit to the Lackawanna County Deputy Director for Human Resources the following:

- Commonwealth of Pennsylvania State Civil Service Commission Application (SCSC 2) - Application for Employment/Promotion. This application can be downloaded from the Lackawanna County website at www.lackawannacounty.org or a hard copy can be obtained by contacting the Lackawanna County Department of Human Resources at (570) 963-6771.
- Current resume detailing fully your experience and training experience as related to the minimum MET requirements of this vacancy.

The State Civil Service Application and a current resume must be submitted to Lackawanna County (not to the State) before the close of business on April 3, 2009 to the:

Deputy Director for Human Resources
Lackawanna County Administration Building
200 Adams Avenue, 6th floor
Scranton, PA 18503