



**OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL**  
**VACANCY ANNOUNCEMENT**

UNCLASSIFIED POSITION

**Opening Date: July 25, 2012**

**Closing Date: August 8, 2012**

**Job Family / Code: Outreach Educator/ 8101**

**Position Numbers:** 47700010  
**Announcement Number:** 12-14  
**Salary :** \$2,758.83 per month  
**Number of Vacancies:** 1  
**Work Locations:** McAlester District Office  
**Division:** Public Information/Education

**Application Filing Procedures:** Please submit to OBN Human Resources on or before the closing date:

- Cover letter identifying title of the position, announcement number and daytime contact information including email address
- Resume
- If currently a state employee, please provide current or most recent PMP evaluation.

**Requirements:**

**Non-OBN: upon conditional offer, applicants must pass a background investigation, polygraph examination and drug screen.** A selected classified applicant must sign a letter of understanding that they are resigning the classified service to accept the position in the unclassified service.

**Education and Experience Requirements:**

- Bachelor's degree mandatory
- At least one year of experience in adult education, law enforcement, public health, marketing or related field is preferred.
- Experience operating teletype and computer systems to obtain information through OLETS, NELTS or NCIC or entering statistical data for licensure or criminal records is preferred.

**Other Requirements:** Subsequent to conditional offer of employment, a background investigation, polygraph, and drug test must be successfully completed. Applicants must possess a valid Oklahoma driver's license at the time of appointment. Travel to various parts of Oklahoma will be required to include overnight if necessary.

**Application materials must be received by 5 p.m. on the closing date. Send to:** OKC Headquarters • 440 N.E. 39<sup>th</sup> Street • Oklahoma City, OK 73105 • Phones: 405-530-3145 / 1-800-522-8031 • Fax: 405-530-3192 • Email: [cnolen@obn.state.ok.us](mailto:cnolen@obn.state.ok.us)

An Equal Opportunity Employer

## **Education/Outreach Program Administrator**

### **Basic Purpose**

OBN is creating a full time position to continue the education across Oklahoma to prevent the spread of drug trade and substance abuse.

This position will be responsible for the day-to-day coordination for the OBN Education Instructors. This includes assigning schools students' drug awareness programs, performing education lectures, and coordinating needed equipment and hand-out materials for OBN Education Instructors.

### **Typical Functions**

- Daily coordination of OBN Education efforts, including the scheduling of school programs for students and staff. Maintaining statistical data on program efforts.
- Performing/teaching drug awareness programs for schools and requests from other public groups.
- Ordering and coordination equipment and hand out materials for OBN Education Instructors.
- Actively participates in network activities, community initiatives, and organizational promotion activities
- Develops annual marketing messages to promote the abstinence of drug use and education of drug effects
- Builds relationships with minority populations and socio-economical areas targeted by the drug trade
- Provides technical assistance and consultation to businesses developing drug prevention programs and policy changes
- Works with medical providers and businesses to systematically distribute drug awareness materials
- Works with law enforcement agencies to understand and develop procedures for enforcing and handling narcotic situations and to exchange information regarding criminals and crimes, utilizing personal contacts, telephone, teletype or other media
- Develops partnerships and linkages between selected public and private groups and agencies
- Creates electronic materials that can be distributed and maintained on OBNs website to be used for education and awareness by families and individuals across Oklahoma
- Assists in the production of professional materials (e.g., posters, exhibits, leaflets, brochures and multimedia presentations
- Generates documents and reports explaining impact, statistics and outlook of narcotics in Oklahoma
- Prepares, coordinates and evaluates community needs for drug education
- Coordinates, assists, implements and evaluates community planning process regarding drug issues
- Creates strategic planning for outreach to specific populations – translates materials as needed
- Conducts technical analysis and evaluations of intelligence data or criminal activity to support district
- Prepares or request the preparation of descriptive intelligence reports, utilizing detailed charts and diagrams

### **Level of Responsibility**

Continual communication expected with public, network and management.

### **Knowledge, Skills, Abilities**

Individual must be able to perform public speaking, coordinate schedules, communicate mission, develop presentations, write materials, travel to locations, and compile facts and research to support presentations, organize events such as conferences and booth opportunities. Also, must be able to establish and maintain professional working relationships with others.