



OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL
VACANCY ANNOUNCEMENT
UNCLASSIFIED EXECUTIVE POSITION

Opening Date: November 19, 2015

Closing Date: December 28, 2015

Job Family / Code: DIRECTOR (4966)
Position Number: 47700032
Posting Number: 15-24
Pay Band / Salary Range: 10,208.33 per month
Number of Vacancies: 1
Work Location: OKC Headquarters
Division: Administration

Application Filing Procedures: Please direct inquiries and applicant materials to the Human Resources Programs Administrator: Crystal Nolen (cnolen@obn.state.ok.us) or (405-530-3145)

Please submit the following materials by 12/28/2015:

- Letter of consideration outlining qualifications for the executive position;
- Resume of previous job experience, education and commendation awards;
- Transcripts or certifications.

Once materials have been received, HR will respond with additional standardized forms to submit.

Requirements: All applicants must pass a background investigation, drug screen and polygraph examination. 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: Requirements at this level are a Bachelor's Degree from an accredited college or university and at least five (5) years of experience in drug law enforcement.

Major Work Duties: The Executive Director of the Oklahoma Bureau of Narcotics (OBN) is ultimately responsible for the overall management of OBN and all aspects of the operations. This primarily involves the supervision of OBN employees and programs and coordination with the OBN Commission. This position is responsible for achievement of the organization's mission and financial objectives with specific responsibilities in the areas of Narcotics Law Enforcement, advocacy against the Diversion of Controlled Prescriptions, and Public Education, Human Capital Management and Fiscal Management.

BASIC PURPOSE: The OBN Director shall uphold the responsibilities involving criminal and administrative investigations related to the enforcement of the Uniform Controlled Dangerous Substance Act. He or she will work closely with the appointed Commission and Oklahoma State Governor to fulfill the mission of serving citizens of Oklahoma in the quest for a drug-free state.

TYPICAL FUNCTIONS:

- Cooperate with federal and other state agencies in discharging the responsibilities concerning trafficking in narcotics and dangerous substances and in suppressing the abuse of dangerous substances;
- Arrange for the exchange of information between governmental officials concerning the use and abuse of dangerous substances;
- Coordinate and cooperate in training programs on dangerous substances law enforcement at the local

and state levels;

- Cooperate with the OBN by establishing a centralized unit which will accept, catalog, file and collect statistics, including records of drug-dependent persons and other dangerous substance law offenders within the state, and make such information available for federal, state and local law enforcement purposes; and may collect and furnish statistics for other appropriate purposes; and
- Coordinate and cooperate in programs of eradication aimed at destroying wild or illicit growth of plant species from which controlled dangerous substances may be extracted.
- Coordinate and cooperate in educational programs designed to prevent and deter misuse and abuse of controlled dangerous substances;
- Promote better recognition of the problems of misuse and abuse of controlled dangerous substances within the regulated industry and among interested groups and organizations;
- Assist the regulated industry, interested groups and organizations in contributing to the reduction of misuse and abuse of controlled dangerous substances;
- Assist in evaluating procedures, projects, techniques and controls conducted or proposed as part of educational programs on misuse and abuse of controlled dangerous substances;
- Disseminate the results of research on misuse and abuse of controlled dangerous substances to promote a better public understanding of what problems exist and what can be done to combat them;
- Assist in the education and training of state and local law enforcement officials in their efforts to control misuse and abuse of controlled dangerous substances;
- Conduct an annual seminar to be attended by selected law enforcement officers in order to teach new techniques and advances in the investigation of violations of the Uniform Controlled Dangerous Substances Act;
- Supervise and direct agents appointed in the performance of their function of enforcement of the provisions of this act;
- Encourage research on misuse and abuse of controlled dangerous substances;
- Cooperate in establishing methods to assess accurately the effects of controlled dangerous substances and to identify and characterize controlled dangerous substances with potential for abuse;
- Cooperate in making studies and in undertaking programs of research to develop new or improved approaches and techniques to strengthen enforcement efforts, determine patterns if abuse and social affects as well as improve methods for preventing, predicting and understanding misuse of controlled dangerous substances;
- Prepare a yearly report on all deaths and nonfatal overdoses which were the result or probable result of abuse of a controlled dangerous substance. The yearly report shall be limited to statistical information including, but not limited to, the county where the death or nonfatal overdose occurred, age, race, gender, type of controlled dangerous substances involved in the death or nonfatal overdose, and the method in which the controlled dangerous substance was obtained by the person, when available.
- Enter into contracts with public agencies, institutions of higher education and private organizations or individuals for the purpose of conducting research, demonstrations or special projects which bear directly on misuse and abuse of controlled dangerous substances.

Knowledge, Skills and Abilities required at this level include knowledge of management of an agency budget and the ability to submit accurate and timely reports; collaboration to develop policy and legislation; leadership to authorize personnel actions; development of programs and projects to support the mission; oversight of facilities and equipment; cooperation with community leaders; development of strategy; authorization of legal orders with the assistance of counsel; encouragement of organizational development through training and of community support by education of other organizations; and the ability to communicate effectively to commission by regular updates and board meetings.

Application materials must be received by 5 p.m. on the closing date. Send materials to: Human Resources • 419 N.E. 38th Terrace • Oklahoma City, OK 73105 • Phones: 405-530-3145
Fax: 405-530-3845 or email: cnolen@obn.state.ok.us

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