



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER**

POST OFFICE BOX 21231  
TUSCALOOSA, ALABAMA 35402  
205-759-0900 | FAX 205-759-0931  
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.  
COMMISSIONER

BEVERLY WHITE, BSN, MS  
FACILITY DIRECTOR

**AN EQUAL OPPORTUNITY EMPLOYER**  
**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION**

**JOB TITLE:** Administrator I

**NUMBER:** 13-45

**JOB CODE:** A1000

**POSITION NO.:** 8801588

**JOB LOCATION:** Mary Harper Geriatric Psychiatry Center  
P. O. Box 21231  
Tuscaloosa, AL 35402

**DATE:** 11-07-13

**SALARY RANGE:** 67 (\$30,724.80 - \$46,615.20 Annually)

**QUALIFICATIONS:** Bachelor's degree in business administration, public administration, health services, criminal justice, or related field, plus some experience (12 months or more) in the mental health field.

**KIND OF WORK:** Screens all referrals to the hospital and ensures that referrals are appropriate. Coordinates all admissions and discharges. Receives, reviews and schedules all admissions and discharges with information that is obtained from various community agencies, Community Mental Health Centers, courts and families. Supervises and evaluates staff. Submits reports/data to other departments in order to provide information necessary to carry out hospital operations. Develops and revises policies, goals and procedures in order to maintain and improve the overall operations of the Admissions Office. Serve on hospital committees as assigned. Performs other related duties.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Knowledge of Joint Commission and CMS Standards. Ability to understand and follow written and oral instructions. Ability to firmly but tactfully deal with patients and the public. Ability to write clear and concise reports. Ability to manage time efficiently and effectively. Ability to communicate effectively orally and in writing. Ability to pay attention to details of work amid distractions.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an Application for Professional Employment, which may be obtained from this office. Application should be returned to the address above by **UNTIL FILLED** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be

November 7, 2013  
Job Announcement 13-45  
Administrator I

forwarded with your application. **\*A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

*“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”*

*[www.mh.alabama.gov](http://www.mh.alabama.gov)*