



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
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LYNN T. BESHEAR
COMMISSIONER

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

JOB TITLE: Administrator IV (Grant Manager) **NUMBER:** 18-13
JOB CODE: A2500 **DATE:** March 9, 2018
SALARY RANGE: 79 (\$50,119.20 - \$76,348.80) **PCQ#:** 8824165
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS: Master's degree in the areas of Business or Public Administration, Human Services, Planning, or related field. Experience (24 months or more) in the mental health field, including some experience (12 months or more) in the area of grant research, writing or administration, **OR** Bachelor's degree in the areas of Business or Public Administration, Human Services, Planning, or related field. Considerable experience (48 months or more) in the mental health field, including experience (24 months or more) in grant research, writing, or administration.

KIND OF WORK: This is highly responsible professional administrative work serving as the grant manager for the Division of Mental Health and Substance Abuse Services (MHSAS). The employee in this position will be responsible for developing a strategic plan for identifying and pursuing public and private grant opportunities; managing the application and implementation of awarded grants; assisting with grant reporting; preparing procedures for grant monitoring; and participating in conferences, training sessions, and meetings so that grant activities and applications are efficiently followed or pursued. This position will also include communicating with high level officials in the state mental health system, other agencies, and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Alabama's mental health or substance abuse service delivery system. Knowledge of mental health or substance abuse fiscal policies and administrative procedures. Knowledge of state and federal grant funding policies, procedures, rules, regulations and reporting. Ability to interpret federal and state laws and regulations regarding grant administration. Ability to identify state and federal grant funding sources, research the application process, compile application data, and coordinate deadlines. Ability to review and interpret complex grant funding requirements. Proposal and grant writing skills. Ability to make administrative decisions. Ability to develop and implement policies and procedures. Ability to develop short and long range goals. Excellent verbal and written communication skills. Ability to establish and maintain effective working and public

relationships with a broad range of individuals and organizations. Ability to use personal computer, including Microsoft Office Software and Internet resources.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance 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 official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application 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. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/ Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: Until Filled