



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
WWW.MH.ALABAMA.GOV



LYNN T. BESHEAR
COMMISSIONER

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

JOB TITLE:	Administrator VI (Executive Assistant to the Associate Commissioner for MHSAS)	NUMBER: 18-15
JOB CODE:	A3500	DATE: 04/06/2018
SALARY RANGE:	83 (\$64,077.60 - \$97,766.40)	PCQ#: 8826001
JOB LOCATION:	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410	

MINIMUM QUALIFICATIONS: Master’s degree in Public Administration, Public Health Administration, Business Administration, Psychology, Social Work, or another human service field. Extensive experience (72 months or more) in the mental health field, including considerable progressively responsible experience (48 months or more) in mental health / substance abuse administration and/or provision of services with emphasis on developing policies and procedures, researching and analyzing documents, and developing short- and long-range plans.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK: This is highly responsible administrative and professional work serving as the Executive Assistant to the Associate Commissioner for Mental Health and Substance Abuse Services (MHSAS) for the Alabama Department of Mental Health. The employee in this position will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Division of MHSAS. Essential responsibilities include: researching, analyzing, reviewing, and summarizing correspondence received by the Associate Commissioner; drafting correspondence for response on behalf of the Associate Commissioner; serving as the liaison and designee for various committees and groups; representing the division in the absence of the Associate Commissioner in meetings and at conferences; managing email and prioritizing necessary responses; and providing ongoing support to the Associate Commissioner, while demonstrating discretion with information and confidentiality surrounding sensitive issues when interacting with MHSAS staff in a manner that strengthens relationships.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Alabama's mental health and/or substance abuse service delivery system. Knowledge of mental health and/or substance abuse policies and administrative procedures. Knowledge of federal and state confidentiality regulations. Ability to make administrative decisions. Ability to develop and implement policies and procedures. Ability to develop short and long-range plans and objectives. Ability to research and analyze documents/correspondence. Ability to express ideas clearly and in a concise manner, both orally and in writing. Ability to show initiative and work independently. Ability to organize, plan, prioritize and monitor work activities to achieve established goals. Ability to manage multiple projects simultaneously. Ability to provide effective training and technical assistance. Ability to supervise and evaluate the work of others. Considerable knowledge and ability in utilizing personal computers, internet resources and using Microsoft Office products. Ability to establish and maintain effective working relationships with the Alabama Department of Mental Health staff, other agencies, community providers, coalitions, stakeholders, and the general public.

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 by visiting 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