



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

EMPLOYMENT OPPORTUNITY

JOB TITLE: Administrator VI (Office of Policy & Planning) **NUMBER:** 19-02

JOB CODE: A3500 **DATE:** January 11, 2019

SALARY RANGE: 83 (\$66,000.00 - \$100,699.20) **PCQ#:** 8822035

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS:

- Master's degree in Public Health, Public Administration, Health Administration, Business Administration, or in an area directly related to Strategic Planning.
- 72 months or more experience in the mental health or public health field, including 48 months or more progressively responsible administrative experience in developing policies and procedures, researching and analyzing documents, or developing short- and long-range plans.

KIND OF WORK:

- Develops, plans, and leads programs in support of ADMH priorities across divisions.
- Serves as a public administration expert with key relationships among the Commissioner's office staff, Associate Commissioner's staff, and Administration Division Director's and Bureau Chiefs.
- Reviews and maintains Comprehensive 310 Board Public Corporation Strategic Plans to promote the health and well-being of individuals served.
- Chairs the Central Office Policy Review Committee.
- Promotes community relations on behalf of the Commissioner, interfacing with local, state, and federal agencies.
- Develops quarterly and annual reports for the Executive Budget Office.
- Serves as a leader and subject matter expert on the mission-essential functions for continuity of operations, disaster response, and emergency preparedness.
- Provides staff with grant database access, and aiding in the SSI-SSDI Outreach, Access, and Recovery (SOAR) Program.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of public administration to include planning initiatives for healthcare, particularly mental health care, in the public sector.
- Knowledge of and ability to coordinate the development and monitoring of public/private organization strategic planning efforts.
- Knowledge of and ability to research, manage, and assist with procurement of grants.
- Ability to make cross-functional administrative decisions.
- Ability to understand and exercise good judgement in interpreting departmental policies, federal and state laws, and regulations.
- Ability to work effectively as an executive team member to collaborate and bring creativity and innovation that aligns with the department's mission, vision, and values.
- Active listening skills and the ability to accurately communicate with high level officials and various other public/private agencies.
- Ability to serve as a liaison to various departmental advisory and planning committees.
- Ability to establish and maintain effective working relationships with colleagues, stakeholders, other state level staff, committees, and the general public.
- Ability to coordinate ADMH disaster planning and implementation.
- Ability to develop reports, analyses, and other professional documents.

METHOD OF SELECTION: Applicants will be rated based on 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. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: January 25, 2019

EQUAL OPPORTUNITY EMPLOYER

[Click Here to Apply:](#)

http://www.mh.alabama.gov/Downloads/ADHR/ADHR_ApplicationForEmploymentExemptClassification.pdf