

Community Relations
Specialist II (Continued)
#38801275

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: A thorough knowledge of journalistic and informational styles and of applicable writing styles and levels of usage. Knowledge of PhotoShop, Quark, Indesign, and Dream Weaver or comparable web design software. A good working knowledge of media and publication design. Knowledge of governmental structure. Ability to plan and organize informational and educational programs. Ability to plan and direct the activities of others. Ability to provide consultation services to departmental officials. Ability to communicate effectively orally and in writing. Ability to conduct research and coordinate written communications. Ability to establish and maintain effective working relationships with departmental officials and with other individuals, departments, agencies and organizations.

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 the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

HOW TO APPLY: Use an official *Application for Professional Employment* which may be obtained from this office or any Department of Mental Health and Mental Retardation facility personnel office or by visiting the website at: www.mh.state.al.us. **Resumes will not be accepted in lieu of an official application.** The application should be returned to the **Personnel Office, Alabama Dept. of Mental Health and Mental Retardation, P. O. Box 301410, Montgomery, Al. 36130-1410.**

PLEASE HAVE AN OFFICIAL COPY OF YOUR TRANSCRIPT(S) FORWARDED TO THE PERSONNEL OFFICE AT THE ABOVE ADDRESS.

DEADLINE FOR RECEIVING APPLICATIONS: MAY 26, 2006