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

JOB TITLE: Community Relations Specialist II
NUMBER: 06-17

JOB CODE: V 2000
PCQ#: 8801275

SALARY RANGE: $25,982 - $39,487
DATE: 5/5/06

JOB LOCATION: Dept. of Mental Health and Mental Retardation
100 North Union Street
P. O. Box 301410
Montgomery, Al. 36130-1410

QUALIFICATIONS: Graduation from a four-year college or university, with a degree in Communications, Journalism, Public Relations, Graphic Arts, or a related field with experience (24 months or more) in the field of Public Relations, Journalism, public relations, graphic design. Preference maybe given to individuals with experience in web design and/or graphic design. Other job-related education and/or experience maybe substituted for all or part of these basic requirements upon approval of the Job Evaluation Committee.

SPECIAL REQUIREMENT: Applicants scheduled for interviews will be required to proof a short writing sample. For those wishing to submit Portfolios, they may do so at the time of interview.

KIND OF WORK: This is responsible work assisting in the coordination of public relations activities for the Alabama Department of Mental Health and Mental Retardation. An Employee in this class would be responsible for promoting awareness of Mental Illness, Mental Retardation, and Substance Abuse services to the citizens of Alabama as well as enhancing the public image of the Department. The successful candidate will be responsible for assisting the Director in press releases, publication design, web page and database management, public information distribution, event planning, and providing community education. The employee maybe responsible for supervising additional staff, volunteers, or college interns.
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