



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**  
RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410



JOHN M. HOUSTON  
COMMISSIONER

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

**JOB TITLE:** Facility Director II

**NUMBER:** 07-12

**JOB CODE:** A4700 **SALARY RANGE:** 87 \$80,647.20-122,880.00

**POS.** 8836000

**JOB LOCATION:** Bryce Hospital

**DATE:** 03-09-2007

**QUALIFICATIONS:** Graduation from an accredited four year college or university, supplemented by graduate work at the level of a Masters degree in a social or behavioral science; business, public administration, hospital administration; nursing; or a closely related field. Considerable experience (48 months) in a responsible administrative capacity in the field of mental health.

Necessary Special Requirements: Must meet all requirements promulgated by the Joint Commission on Accreditation of Health Care Organizations.

**KIND OF WORK:** Provide leadership for a large state mental health facility; plans and directs the work of professional and administrative employees engaged in the management and operation of the facility. Directs and coordinates the facility planning to encompass the identification of needs on a long and short term basis. Develops and formulates policies and procedures for the management and operation of the facility. Supervises the administration of the facility budget. Serve as an appointing authority for the facility. Serve as liaison between the facility and the community based program providers in a designated area of the state. Attends and represents the facility at hearings, conferences, and official meetings. Consults with various other officials concerning policies, rules, regulations and laws when needed

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of administration and management in the field of mental health. Thorough knowledge of principles, methods, and techniques related to the treatment of the mentally ill. Knowledge of recent developments in the field of mental health. Knowledge of laws, rules, and regulations to include JCAHO and Medicare. Ability to direct the work of professional and administrative employees engaged in the management and operation of a facility for the mentally ill. Ability to establish and maintain effective working relationships with subordinates, associates, and representatives of other departmental and government agencies. Ability to communicate orally and in writing. Ability to react quickly and calmly in emergency situations. Ability to delegate administrative and professional assignments to the subordinates and to evaluate their work.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

**HOW TO APPLY:** USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, 100 NORTH UNION STREET, SUITE 480, MONTGOMERY, ALABAMA, 36130 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.**