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

ANNOUNCEMENT NUMBER:	**07-19**		
JOB TITLE:	**Staff Development Specialist I** **(Staff Development Media Resources Coordinator)**		
JOB CODE:	U3000	**PCQ#:**	8813384
SALARY RANGE:	**(60)** ($24,705- $36,676)	**DATE:**	5/31/07
JOB LOCATION:	Department of Mental Health And Mental Retardation 100 N. Union Street Montgomery, AL. 36130-1410		

QUALIFICATIONS: Graduation from a four-year college or university, with a major in Education, Instructional Technology, Communications, Business Administration or Public Administration. Must have *24 months* experience in the mental health field, including *12 months* administrative experience managing special projects, working within a budget, establishing priorities, and/or meeting deadlines and deliverables.

Preference will be given for experience or training in video production in an educational setting; organizing, editing, composition, producing, directing, and integrating technology into an educational environment.

Other directly related education and/or work experience may be substituted for all or part of these basic requirements. Must be a current employee of the Department of Mental Health and Mental Retardation in order to apply for this position.

KIND OF WORK; This is responsible professional work in the field of employee training and development. Work involves administrative and technical work in coordinating multimedia resources for the implementation of automated training and educational activities for the Alabama Department of Mental Health and Mental Retardation, including management of supervisor-assigned and job-specific ongoing staff development activities. The Media Resources Coordinator will also provide support efforts involving training delivery in a variety of mediums, including video, CD, DVD, and/or online; locate, evaluate, and recommend software and equipment appropriate to the production of training and educational products; manage and control audio/visual equipment such as cameras, TVs, VCRs, speakers, overhead projectors, LCD projectors, and other audio/visual control devices. This employee will also be responsible for Continuing Education certifications with specific responsibility for nurse certification by coordinating data entry and upload, as required by the Alabama Board of Nursing; maintaining complex informational and administrative records, budget reconciliation as needed for project management, and continuing education accounts. This persons is responsible for completing office forms and documents, and well as the performance of other office administrative services, including preparing timecards, requisitions, and other required staff development operational transactions and documents; maintaining a detailed inventory of all Staff Development properties and equipment, as well as ensuring storage and security.

Staff Development Specialist I (continued)

Work is performed under the general direction of an administrative supervisor and is reviewed through personal contact, conferences, reports, and results achieved.

REQUIRED KNOWLEDGE. SKILLS. AND ABILITIES;

Awareness of usability and accessibility considerations in multimedia design; knowledge of audiorecording, video programs, streaming video. Knowledge of various multimedia hardware including projectors, video, and other forms of delivery technologies required. Knowledge of computer/learning management systems and capabilities, as well as software programs used in video production that include video editing, special effects, lighting, and sound processing. Experience in managing printing production, preparing documents, training materials, training manuals, flyers, brochures, announcements, booklets, etc., for print. Knowledge of continuing education certification requirements, and use of technology in reporting and/or data transfer of continuing education credits. Skills and abilities (oral and written communication) to effectively and appropriately communicate with diverse audiences, to work with a variety of internal and external sources and state, local and federal agency partners. Ability to manage multiple, complex projects/tasks and to learn quickly and continuously as required by technical challenges of the role. Ability to prioritize demands and work requirements. Ability to perform well in a team-based environment and to establish relationships with DMH/MR staff and outside agencies and organizations, community providers, and the general public. Ability to work independently. Knowledge of confidentiality, privacy, and other rights issues as it relates to the DMH/MR organization. Ability to utilize personal computer, internet resources and software programs with proficiency, includingthe following software applications: Publishing Software, Adobe Premiere and Adobe Design, Adobe Acrobat Reader, Adobe Photoshop or similar, Microsoft Word, Microsoft Excel, Microsoft Windows, Microsoft Access and knowledge of database functions, including some knowledge and/or experience in learning management systems.

METHOD OF SELECTION; Applications 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.

HOW TO APPLY: Use an official application for Professional Employment, which may be obtained from this office, any Department of Mental Health and Mental Retardation facility personnel office or at: www.mh.alabama.gov. **Only work experience detailed on the application form will be considered. Additional sheets, if needed, must be in the same format as the application.** This application should be returned to **The Personnel Office, Alabama Department of Mental Health and Mental Retardation, 100 North Union Street, P.O. Box 301410, Montgomery, AL 36130-1410. RESUMES WILL NOT BE ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION.** Copies of Licenses/certification should be forwarded with your application or furnished during the interview. **Please have an official copy of transcript(s) forwarded by the college or university to the Personnel Office at the above address. DEADLINE FOR RECEIVING APPLICATIONS: JUNE 15, 2007.**