



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 POSITION
EQUAL OPPORTUNITY EMPLOYER**

ANNOUNCEMENT NUMBER: 07-23

DATE: June 8, 2007

JOB TITLE: Administrator V
(Department Strategic Planner)

JOB CODE: A3000

SALARY RANGE: (80) \$49,161 - \$74,949

PCQ#: 8813385

JOB LOCATION: Department of Mental Health and Mental Retardation
RSA Union Building
100 North Union Street
Montgomery, Alabama

QUALIFICATIONS: Master's degree from a program in regional, urban or public sector healthcare planning accredited by the Planning Accreditation Board or a Master's degree from a college or university in a closely related field. Considerable progressively responsible experience (48 months) in the mental health field, including 24 months progressively responsible experience in healthcare planning. Preference will be given to individuals with experience in public sector healthcare planning.

Other job-related education and/or experience may be substituted for all or part of these basic requirements.

KIND OF WORK: This is professional strategic planning work involving the accomplishment of specific planning projects, studies, technical assistance, and related work. The employee in this class is responsible for the accomplishment of assigned planning work including all methodology design, research and data recording, tabulation, writing, and design work. Specific duties will include: assisting the Commissioner, Chief of Staff, Associate Commissioners, and key departmental personnel in their strategic planning functions; facilitating all Management Steering Committee meetings and coordinating subcommittee planning functions; assisting DMH/MR planning bodies, including those at the local and regional levels as well as at the departmental level, in performing their respective planning functions; collecting and promulgating data and information necessary to the preparation of planning studies and reports; drafting technical narrative portions of specific planning studies and reports; attending local and regional planning meetings as necessary to facilitate the planning process; and performing research on continuing planning studies as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of the principles and practices of strategic planning for healthcare, particularly mental health care, in the public sector; Working knowledge of research methods and practices used in the preparation of planning studies, preferably the SMART Planning methodology; Working knowledge of project development; Working knowledge of computer software related to the planning field; Working knowledge of planning document preparation, particularly in the SMART methodology; Some knowledge of public administration with emphasis on public healthcare or related field; Ability to perform routine and advanced planning work; Ability to apply professional planning principles and methods to routine assignments; Ability to present ideas and technical material clearly and concisely, both orally and in writing; Ability to establish and maintain effective working relationships with fellow employees and the public.

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: An official **Application for Professional Employment** may be obtained from this office, from any Department of Mental Health and Mental Retardation facility personnel office, or our website at www.mh.alabama.gov. **Only work experience detailed on the application form 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 AND MENTAL RETARDATION, P.O. BOX 301410 RSA UNION BUILDING, 100 NORTH UNION STREET, MONTGOMERY, AL 36130 BY *Until Filled*, in order to be considered for this position.

AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPT(S) MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.