



BOB RILEY
GOVERNOR

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



JOHN M. HOUSTON
COMMISSIONER

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

<u>JOB TITLE:</u>	Administrator I	<u>NUMBER:</u>	06-33
<u>JOB CODE:</u>	A1000	<u>DATE:</u>	August 18, 2006
<u>SALARY RANGE:</u>	67 (\$27,316.80/\$41,443.20)	<u>POS.#:</u>	8823087
<u>JOB LOCATION:</u>	Region V Birmingham, AL		

QUALIFICATIONS: Graduation from a four-year college or university with a major in Business Administration or Accounting is preferred. Experience (24 months) in the Mental Health field, including some supervisory or administrative experience in accounting and/or computer operations. Other job related experience and/or education may be substituted for all or part of these basic requirements upon approval of the Job Evaluation Committee.

KIND OF WORK: Coordinates with regional business manager and central office personnel in order to maintain and enter appropriate data into the MRSIS system to maintain needed services for consumers. Assist with ensuring all consumers in the region are properly entered into the MRSIS system. This also includes tracking/notification of any problems or potential problems with corrective measures put in place. Review prior authorizations for the MRSIS system and maintain contact with community providers to ensure any problems are resolved. Manage accounts payables. Coordinate inventory and necessary paperwork to maintain regional inventory. Must have a valid driver's license in order to transport vehicles to vendors to ensure routine maintenance on the regional fleet of vehicles is performed according to departmental and automotive recommendations. Assists Regional business manager with reports and documents as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to effectively communicate both orally and in writing. Knowledge/experience with Mental Health programs and services; Medicaid and regulatory standards; basic accounting principles and computer operations to include Microsoft Office and Excel. Ability to review data & compile into final reports. And the ability to work independently.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience and education 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. Drug screenings and 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, which may be obtained from any DMH/MR facility Personnel Department or online at www.mh.state.al.us. Only work experience detailed on the applications 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 for employment 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 in order to be considered for this position. COPIES OF LICENSE/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICIAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS. *Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with residents.* **DEADLINE FOR APPLICATIONS: September 1, 2006**