



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA

**DEPARTMENT OF MENTAL HEALTH**

**BRYCE HOSPITAL**  
200 UNIVERSITY BOULEVARD  
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JIM REDDOCH, J D  
COMMISSIONER  
SHELIA PENN, BSN, MPH  
HOSPITAL DIRECTOR

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

<b>JOB TITLE:</b> Administrator IV	<b>NUMBER:</b> 12-08
<b>JOB CODE:</b> A2500 <b>SALARY RANGE:</b> 79 (\$50,119.20 - \$76,348.80)	<b>POS. #</b> 8801228
<b>JOB LOCATION:</b> Bryce Hospital	<b>DATE:</b> 8-8-12

**QUALIFICATIONS:** Graduation from a four year college or university with a Master’s degree in the academic area of specialization. Considerable experience (48 months) in the mental health field, including progressively responsible supervisory or administrative experience (24 months) related to the area of specialization. Licensure as required by discipline. Other job related education and/or experience may be substituted for all or part of these basic requirements.

**KIND OF WORK:** Establishes, in conjunction with clinical management team, overall clinical programs, policies, and procedures for unit. Coordinates all administrative and clinical aspects of the unit. Assures that programs/activities are carried out on a regular basis by regular monitoring and by scheduling in an orderly fashion. Assure that age appropriate programs are made available for the adult, pre-geriatric and geriatric population. Reviews/approves/disapproves all leave with available professional coverage on the unit. Responsible for staffing on the unit. Collects and retrieves data on the unit operations as needed including performance improvement. Assures that the patient population is properly placed within the unit structure in accordance with the program plan as well as the ITP and evaluates the effectiveness of patient’s treatment program. Responsible for the overall day to day functions of the unit including physical plant and condition of the environment. Participates in hospital and department meetings. Represents the unit in community contacts, meeting and educational events.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of Medicare and JCAHO standards. Ability to plan, organize, and prioritize work activities. Good supervisory and management skills with the ability to plan, direct, and review the work of others. Ability to be objective and fair in all situations. Ability to interact with other professionals and community agencies in a courteous and professional manner. Good verbal and written communication skills.

**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 OR THE OFFICIAL WEB SITE [www.mh.state.al.us](http://www.mh.state.al.us). THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 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.** JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.

*“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.”*