

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

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**JOB TITLE:** Facility Director II (Director of MI Facilities)                      **NUMBER:** 07-22

**JOB CODE:** A4700    **DATE:** 6/5/07

**SALARY RANGE:** (87 \$80,647.20 - \$122,880)                      **PCQ#:** 8826001

**JOB LOCATION:** Department of Mental Health  
and Mental Retardation  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama 36130-1410

**QUALIFICATIONS:** Graduation from an accredited four-year college or university, with a Master's Degree in a Social or Behavioral Science, Business Administration, Public Administration, Hospital Administration; Nursing; or a closely related field. Considerable experience (48 months or more) in directing and administering in-patient psychiatric programs and services.

**KIND OF WORK:** This is highly responsible administrative work directing the operations of the 6 MI hospitals and 1 MI nursing home. Work involves insuring division compliance with applicable state and federal laws, court orders, standards and guidelines; insuring compliance with policies and procedures, compliance with budget requirements and financial operations. Work is performed with supervision by the Associate Commissioner for Mental Illness. Work is reviewed through reports, conferences and program outcomes.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of the MI Facility service delivery system in Alabama, extensive knowledge of principles, practices and current management techniques of administration of an MI inpatient and/or Nursing Home program, extensive knowledge of program development and labor laws and labor relations. Must have extensive knowledge of federal and state laws, resolutions and policies, Title XIX, XX, Medicare/Medicaid standards, and The Joint Commission. Knowledge of public personnel policies and practices. Ability to express ideas clearly and concisely, orally and in writing, and ability to establish and maintain effective working relationships with others, including families and consumers.

**Facility Director II**  
**#07-22**

Must have a thorough understanding of the financial and budget process within the MI facility system and an ability to manage and analyze data. Ability to supervise key leadership staff.

**METHOD OF SELECTION:** Applicants will be evaluated on their education, training, and experience and should provide work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. *Only work experience detailed on the application form will be accepted. Additional sheets if needed should be in the same format as on the application.*

**HOW TO APPLY:** ***USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION)*** WHICH MAY BE OBTAINED FROM THIS OFFICE, by visiting the website at [www.mh.alabama.gov](http://www.mh.alabama.gov) OR ANY DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION FACILITY PERSONNEL OFFICE. THE APPLICATION SHOULD **INDICATE THE POSITION TITLE AND ANNOUNCEMENT NUMBER** OF THE VACANCY FOR WHICH YOU ARE APPLYING AND SHOULD BE RETURNED TO: ***HUMAN RESOURCE MANAGMEENT, DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION, P.O. BOX 301410, RSA UNION BUILDING, 100 N. UNION STREET, MONTGOMERY, AL 36130.*** *Resumes will not be accepted in lieu of an official application.*  
***PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED ALONG WITH THE APPLICATION TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.***

**DEADLINE FOR RECEIVING APPLICATIONS: JUNE 19, 2007.**