



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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JIM REDDOCH, J.D.
COMMISSIONER

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

JOB TITLE: Administrator IV (Substance Abuse Option) **NUMBER:** 11-09

JOB CODE: A2500 **DATE:** 03/02/2012

SALARY RANGE: 79 (\$50,119.20 - \$76,348.80) **PCQ#:** 8813353

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Master's degree in Business Administration, Public Administration, Management, Social Work, Psychology, or another human services field, plus experience (24 months or more) in the mental health field, including experience (12 months or more) working with consumer support groups or consumer-run programs.

OR

Bachelor's degree in Business Administration, Management, Social Work, Psychology, or another human services field, plus considerable experience (48 months or more) in the mental health field, including experience (24 months or more) working with consumer support groups or consumer-run programs.

NECESSARY SPECIAL REQUIREMENTS: The individual who is employed in this position must be an individual in recovery from a substance use disorder and must provide documentation to support a minimum of five years of continuous recovery. Time in recovery may be substituted for all or part of the qualification requirements, but must be in addition to the five year minimum stated above. **This documentation MUST BE submitted with the application for employment.**

KIND OF WORK: This is highly responsible work administering the Mental Health and Substance Abuse Services Division's (MHSA) social marketing and community outreach efforts. The person in this position will coordinate and implement the MHSA Advisory and Public Marketing Plan and will support the Advocacy Workgroup. Work will include serving as a liaison to all community advocacy groups and providing technical assistance and support; collaborating with ADMH's Public Information Office; planning and developing informational material to support and promote MHSA programs and services; planning and executing special events and making personal appearances on radio and television shows to promote substance abuse prevention and treatment and related topics; assisting in the development and

implementation of an annual plan, and policies and procedures, as well as divisional, departmental, legislative, and other initiatives for outreach services; preparing and presenting informational programs; promoting and providing consumer education; and participating in in-state and out-of-state conferences, training, and meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Applicant must have been a primary substance abuse consumer. Knowledge of the Substance Abuse Service Delivery System in Alabama. Knowledge of health and human/social services that impact the lives of persons with substance use disorders. Knowledge and understanding of budget planning and monitoring and contract development and implementation. Ability to effectively advocate for persons with substance use disorders. Ability to work with diverse groups of people including consumers/clients, families, and professionals. Ability to communicate effectively both orally and in writing, in individual and group interactions. Ability to make public presentations in an effective and articulate manner. Ability to coordinate the efforts of various people and resources throughout the state to achieve desired outcomes. Ability to establish and maintain effective working relationships with various individuals, including consumers, consumer groups, organizations and programs, advocacy organizations, families, and federal and state officials. Ability to establish priorities, organize workflow, plan management strategies, and evaluate effectiveness.

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 duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application 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, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: Until Filled