



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, AL 35404
205-507-8000
WWW.MH.ALABAMA.GOV



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

Audrey McShan
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Administrator IV	OPEN DATE:	2/21/2025
		CLOSE DATE:	Until Filled
JOB LOCATION:	Bryce Hospital Tuscaloosa, Alabama	NUMBER:	25-05
		JOB CODE:	A2500

SALARY

- Range 79 (\$58,111.20 - \$97,716.00)
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CEU's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Master's degree in business administration, public administration, or a human services field.
- Experience (24 months or more) in the mental health or public health field.
- Experience (12 months or more) in the area of specialization.

OR

- Bachelor's degree in business administration, public administration, or a human services field.
- Considerable experience (48 months or more) the mental health or public field.
- Experience (24 months or more) in the area of specialization.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.



KIND OF WORK

- Develops and reviews Program goals, policies, and procedures.
- Chairs Program Safety meetings and Clinical Management Team meetings.
- Chairs and manages daily program meetings and discussions with program staff.
- Ensures that all TPCs and special meetings are held within established guidelines.
- Monitors environment for safety and cleanliness.
- Serves on assigned committees.
- Supervises all assigned program staff.
- Maintains clinical relationships with staff to facilitate open daily communication and professional collaboration.
- Performs other related duties as directed by Facility Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to plan, organize, and prioritize work activities.
- Good management/supervision skills with ability to direct and review the work of others.
- Ability to be objective in all situations.
- Ability to multi-task functions to establish priorities and coordinate work activities.
- Ability to gather, correlate, and analyze facts and recommend solutions.
- Ability to meet, interact, and effectively work with supervisors, associates, division heads, employees, state and local officials, and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to work under pressure and meet strict deadlines.

METHOD OF SELECTION

- Applicants will be rated based on 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 screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.