



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, ALABAMA 35404-1060
205-462-4500
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

KIMBERLY MCALPINE,
FACILITY DIRECTOR

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

JOB TITLE:	Administrator II	NUMBER:	21-15
JOB CODE:	A1500	DATE:	09-10-21
JOB LOCATION:	Taylor Hardin Secure Medical Facility 1301 Jack Warner Parkway Northeast Tuscaloosa, AL 35404	POSITION NO:	8802093

SALARY RANGE: 74 (\$42,103.20 - \$63,780.00)

MINIMUM QUALIFICATIONS: Bachelor’s degree in business administration, public administration, health services, criminal justice, or related field. Some experience (12 months or more) in the mental health field.

KIND OF WORK: Will serve as the Admissions Officer and Community/Court Liaison. Coordinates admissions, outpatients, and discharges. Receives and screens applications for admission/outpatient. Assists Admissions Officers at other ADMH facilities with forensic patients and screening referrals. Provides supervision and serves on the Forensic Task Force. Performs other related duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Code of Alabama, 1975. Ability to understand and follow written and oral instructions. Ability to deal with patients and the public firmly but tactfully. Ability to write clear and concise reports.

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 mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances 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 Application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be

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considered. Announcements open until filled will remain open until 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.

DEADLINE: **October 8, 2021**

JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.

Click Here to Apply:

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>