



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE: Administrator IV
(Director of Certification Administration) **NUMBER:** 21-18

JOB CODE: A2500 **DATE:** April 9, 2021

SALARY RANGE: 79 (\$52,653.60 - \$80,210.40) **PCQ#:** 8813264

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

MINIMUM QUALIFICATIONS:

- Master’s degree in Business Administration, Public Administration, or a social or behavioral science field.
- 24 months or more experience in the mental health or public health field, including...
- 12 months or more experience in a combination of mental health community program certification, mental health community program administration, or life safety experience in a mental health community environment.

OR

- Bachelor’s degree in Business Administration, Public Administration, or a social or behavioral science field.
- 48 months or more experience in the mental health or public health field, including...
- 24 months or more experience in a combination of mental health community program certification, mental health community program administration, or life safety experience in a mental health community environment.

KIND OF WORK:

- Coordinate and facilitate all matters related to the Alabama Department of Mental Health (ADMH) certification of community programs encompassing all departmental service areas.
- Oversee the tracking and completion of all certification reports from Life Safety and Service Divisions.
- Manage the drafting of all certification-related correspondence for the Commissioner, including the distribution of all certification documents to community providers and appropriate Service Division.
- Supervise the coordination of the master schedule and calendar for all comprehensive provider certification site visits.
- Maintain the status report calendar and flow chart for all applications, site visit reports, plans of action, and criminal background checks for certification from all divisions and the Bureau of Special Investigations.

- Maintain an active database of all Certification records for reports to be distributed upon request by the ADMH Commissioner or Associate Commissioners.
- Assist and advise in the development, review, and implementation of all regulations, policies, procedures, and proposals related to the Department's certification function.
- Prepare and monitor Administrative Code changes turned into the Legislative Services Agency that ADMH approves to become law.
- Provide legal documentation, including creating timelines of certification programs, for ADMH attorneys.
- Testify in court for hearings pertaining to the decertification of community programs.
- Present at the semi-annual ADMH New Provider Orientation for Community Providers.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the provisions of the Alabama Administrative Code pertaining to all aspects of the Alabama Department of Mental Health community program certification function.
- Ability to communicate in a clear and concise manner, both verbally and in writing.
- Ability to supervise others.
- Ability to independently organize and establish priorities.
- Ability to establish and maintain effective working relationships with various levels of professionals within the state mental health system, other government agencies, local community mental health programs, and the public.
- Ability to interpret, analyze, and make recommendations regarding regulations, policies, procedures, and proposals.
- Ability to use a personal computer and Microsoft Office Software programs.

METHOD OF SELECTION: Applicants will be rated based on 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 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 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.

DEADLINE: April 23, 2021

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>