



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING
100 NORTH UNION STREET
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Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: Administrator VI
(Executive Assistant to Associate
Commissioner, DDD)

OPEN DATE: 01/17/2025
CLOSE DATE: 02/14/2025

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

NUMBER: 25-04
JOB CODE: A3500

SALARY

- Range 83 (\$74,296.80 - \$125,304.00 Annually).
- 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.
- 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 Public Administration, Public Health Administration, Business Administration, Psychology, Social Work, or another human service field.
- 72 months or more experience in the mental health or public health field, including...
- 48 months or more progressively responsible experience in the administration of Intellectual/Developmental Disabilities (I/DD) and/or provision of services with emphasis on developing policies and procedures, researching and analyzing documents, and developing short- and long-range plans.
- *Preference will be given to applicants with experience in legal research.*

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

- Highly responsible administrative and professional work serving as the Executive Assistant to the Associate Commissioner for Division of Developmental Disabilities (DDD) for ADMH.
- Serves as the primary point of contact for internal and external constituencies on all matters pertaining to the DDD.
- Conducts research, analyzes, reviews, summarizes, and reports on special project requests, including grants or other funding opportunities, to enhance DDD's service delivery system and the Associate Commissioner's effectiveness in making decisions.
- Completes critical aspects of deliverables with a hands-on approach so that DDD is responsive and sensitive to all stakeholders (internally and externally) and to ensure all forms of communication are deliberate to facilitate effective outcomes.
- Develops DDD's policies and procedures for Associate Commissioner's approval, submission to ADMH Policy and Planning Committee, and reviews policies and procedures annually to ensure relevance and continuous alignment with Administrative Code and operations.
- Manages DDD's Operational Guidelines by coordinating a quarterly review with appropriate Central and Regional Office staff, identifying, and developing needed guidelines, receiving, and recording needed guidelines from designated staff, cross-referencing procedures and guidelines to Administrative Code, Standards, Medicaid Waivers, federal state regulations, etc., to ensure that DDD's operational guidelines and procedures are relevant and effective.
- Manages DDD's Provider Manual to ensure relevant and updated information is provided to contracted I/DD providers and consistent procedures are shared to improve communication, service delivery expectations, and service quality.
- Maintains schedule of DDD's activities and ensures adequate planning and preparation for meetings.
- Attends and actively participates in the DDD's Coordinating Subcommittees, Policy and Planning Committee, and other committees as assigned, and communicates information as appropriate internally and externally to ensure a well-informed staff.
- Serves as a liaison/designee with consumer groups, providers, other stakeholders, and other state agencies to ensure ADMH/DDD engagement.
- Works closely and effectively in keeping the Associate Commissioner well informed and prepared for upcoming commitments and responsibilities, including preparing information for meetings to positively promote the DDD.
- Provides ongoing support for the Associate Commissioner, prioritizing assignments, including monitoring of Executive Staff reporting/performance requirements, while demonstrating discretion with information and confidentiality surrounding sensitive issues when interacting with DDD staff in a manner that strengthens relationships.
- Represents the Associate Commissioner in meetings, committees, conferences, and before professionals and officials to provide continuity in the mission, programs, and services of the Division in the absence and/or in lieu of the Associate Commissioner.
- Promotes the department's mission, initiatives, and Associate Commissioner's directives by exhibiting leadership qualities that fosters an environment of professionalism, credibility, trust, transparency, and support internally among all department staff and externally among all stakeholders.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Alabama's mental health and intellectual/developmental disabilities (I/DD) delivery systems.
- Knowledge of mental health and I/DD policies and administrative procedures.
- Knowledge of federal and state confidentiality regulations.

- Considerable knowledge and ability in utilizing personal computers, internet resources, and using Microsoft Office products.
- Ability to make administrative decisions.
- Ability to organize, plan, prioritize, and monitor work activities to achieve established goals.
- Ability to manage multiple projects simultaneously.
- Ability to understand and exercise good judgement in interpreting federal and state laws and regulations.
- Ability to develop, implement, and interpret policies and procedures.
- Ability to develop short and long-range plans and objectives.
- Ability to research and analyze documents and correspondence.
- Ability to develop reports, analyses, and other professional documents.
- Ability to express ideas clearly and in a concise manner, verbally and in writing.
- Ability to show initiative and work independently and collaboratively with others.
- Active listening skills and the ability to accurately communicate with high level officials and various other public/private agencies.
- Ability to provide effective training and technical assistance.
- Ability to supervise and evaluate the work of others.
- Ability to serve as a liaison to various departmental advisory and planning committees.
- Ability to establish and maintain effective working relationships with colleagues, stakeholders, other agencies, community providers, coalitions, other state level staff, committees, and the public.

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](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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.