



## Administrator III

<b>Announcement Number</b>	25-54	<b>Job Code</b>	A2000
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<b>Employment Type</b>	Full-Time
<b>Job Location</b>	Region II Administration Building James I. Harrison Jr. Parkway Tuscaloosa, Alabama
<b>Salary/Pay Rate</b>	Range 77 (\$52,761.60 - \$88,524.00 Annually).
<b>Additional Salary Information</b>	Salary will be commensurate with experience. Limitations apply to current State employees.
<b>Open Date</b>	12/19/2025
<b>Close Date</b>	1/16/2026

### Minimum Qualifications

Master's degree in Public Health, Criminal Justice, or a human services field.  
12 months or more experience in the mental health or public health field.

**OR**

Bachelor's degree in a human services field.  
36 months or more in the mental health or public health field.

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.

### Key Responsibilities

- Serves in an administrative capacity under the Office of Forensic Mental Health Services (OFMHS).
- Ensures high-quality services for defendants by monitoring, coordinating, and facilitating competency restoration services.
- Maintains and supports an effective community-based restoration program.
- Acts as a liaison between OFMHS, other ADMH offices, local jails, courts, and mental health centers.
- Performs additional duties as assigned to advance the mission of OFMHS

### Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of forensic mental health principles, competency restoration processes, and related legal standards.
- Knowledge of data collection, reporting, and quality improvement practices.
- Skilled in the use of Microsoft Office software programs.
- Ability to coordinate and facilitate competency restoration services across diverse settings.
- Ability to build collaborative relationships with stakeholders and maintain professional rapport.
- Ability to interpret and apply policies, procedures, and legal requirements related to forensic mental health.
- Ability to work independently and exercise sound judgment in decision-making.
- Ability to manage multiple projects simultaneously.

## Employee Benefits

- 13 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- 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](#).

## 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.**

### 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.

**APPLY NOW**