

**Mississippi Department of Mental Health  
Bureau of Human Resources  
239 North Lamar Street  
1101 Robert E. Lee Building  
Jackson, MS 39201**

**www.dmh.ms.gov  
(601) 359-1288**

**MH – Program Administrator IV  
Bureau of Alcohol and Drug Services**

This time-limited position is available in the MS Department of Mental Health’s Bureau of Alcohol and Drug Services. This position is funded through the mCORR grant and the incumbent will serve as the State Opioid Coordinator. Responsibilities include the daily management and coordination of the mCORR grant; supervising project staff; ensuring grant deliverables align with the project plan; developing procurement documents for the mCORR grant; disseminating funds from grants to service providers; evaluating and processing grant proposals submitted by providers; collecting monthly data; running data reports as needed; providing technical assistance to providers; and collaborating with other agencies in a concerted effort to combat the opioid crisis in Mississippi.

**Preference will be given to those with:**

- ❖ Experience in grant writing and grant management
- ❖ Documented experience in the policy making arena including state, federal, and local government agencies
- ❖ Strong interpersonal skills
- ❖ Strong communication and public speaking skills
- ❖ Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Master's Degree from an accredited four-year college or university in Public Health, Healthcare Administration, Social Services, Criminal Law or a directly related field;

**Experience:**

Eight (8) years of special experience defined below, three (3) years of which must have been in substance abuse treatment/prevention or a directly related field.

**Special Experience:**

Employment must have been in an administrative/professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Salary:** \$53,600.93

**Deadline to apply:** September 7, 2018

Please print and complete a copy of the MS State Employment Application available at <http://www.mspb.ms.gov>. Please submit a resume with application.

Do NOT mail to the Mississippi State Personnel Board. All applications and resumes' must be mailed to the address at the top of this page, delivered to Human Resources, Robert E. Lee Building Suite 1104 during regular business hours, or e-mail to [toni.johnson@dmh.ms.gov](mailto:toni.johnson@dmh.ms.gov).

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244 or [toni.johnson@dmh.ms.gov](mailto:toni.johnson@dmh.ms.gov).