

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

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

**Program Administrator II  
Bureau of Behavioral Health Services  
Addictive Services**

This position is available in the MS Department of Mental Health's Bureau of Behavioral Health Services/Addictive Services. The incumbent will serve as a Program Administrator in the Division of Wellness and Recovery Support Services and will report directly to the Director of the Division of Wellness and Recovery Support Services. This position will be responsible for working with substance use disorder services across the state; program development and evaluation as needed; managing contracts and grants; conducting trainings and technical assistance as needed.

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

- ❖ Familiarity with the Department of Mental Health Operational Standards
- ❖ Skillset for generating various reports
- ❖ Ability to create and deliver presentations
- ❖ Experience working in substance use disorder services
- ❖ Experience in grant writing and grant management
- ❖ Knowledge of evidence-based practices as it relates to substance use disorders

**EXPERIENCE/EDUCATIONAL REQUIREMENTS**

**Education/Experience:**

A Master's Degree from an accredited four-year college or university; **AND** six (6) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs;

**Education/Experience:**

A Bachelor's Degree from an accredited four-year college or university; **AND** seven (7) years of special experience defined below, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

**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: \$45,154.91**

**Deadline to apply: September 20, 2018**

Applications must be submitted through the Mississippi State Personnel Board at [www.mspsb.ms.gov](http://www.mspsb.ms.gov). If you have questions, please contact Toni Johnson, 601-359-6244 or [toni.johnson@dmh.ms.gov](mailto:toni.johnson@dmh.ms.gov).