

**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 Treatment Services and will report directly to the Director of the Division of Treatment Services. This position will be responsible for working with substance use disorder services across the state; program development and evaluation as needed; coordinating reports, plans, and documentation concerning the Substance Abuse Block Grant; conducting trainings and technical assistance as needed for providers utilizing Data Gadget; maintaining required database information and matching certified agencies with the database information; reviewing cash request for financial and programmatic accuracy; and completing data reporting for collaborating state entities.

Preference will be given to those with:

- ❖ Familiarity with the Department of Mental Health Operational Standards
- ❖ Familiarity with the Substance Abuse Block Grant
- ❖ Skillset for generating various reports
- ❖ Experience working in data management and reporting
- ❖ Experience in grant management and expenditures

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: March 22, 2019

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