

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

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

**Division Director II  
Bureau of Community Mental Health Services**

This position involves administrative work in the MS Department of Mental Health's Bureau of Community Mental Health Services where the incumbent will serve as the State Planner and Grant Writer. The incumbent will be responsible for formulating, directing, and coordinating the operations of this division and will exercise final authority in establishing objectives, standards, and control measures regarding the State Plan and grants within the bureau. Internal and external contacts are made to provide and exchange information, coordinate activities, and provide assistance and guidance.

Job responsibilities will also include the collection, integration, and interpretation of data; coordination of the Planning Council and serving as a liaison between the Planning Council and other stakeholders; grants management inclusive of writing grants, reviewing budgets, and monitoring of expenditures. The incumbent will be responsible for meeting proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal. The incumbent will report directly to the Chief Clinical Officer in the Bureau of Community Mental Health Services and will work closely with the Chief Financial Officer with respect to grant budgets and expenditures.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education/Licensure:**

A Master's Degree from an accredited four-year college or university; **AND**

**Experience:**

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; **OR**

**Education/Licensure:**

A Bachelor's Degree from an accredited four-year college or university; **AND**

**Experience:**

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.

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

- ❖ Experience with grant writing, budget, and expenditures
- ❖ Knowledge of community-based mental health services and supports
- ❖ Strong communication skills
- ❖ Excellent organizational and time management skills
- ❖ Experience in report development
- ❖ Exceptional verbal and written communication skills, with astute ability to articulately present material in front of audiences
- ❖ Strong team management and meeting preparation skills

- ❖ Ability to be flexible to the daily changing needs within the state's mental health system and to handle obstacles with compassion and resolve
- ❖ Working knowledge about the Mississippi Department of Mental Health

**Salary:** \$46,509.56

**Deadline to apply: June 1, 2021**

Note: All interested applicants must complete the application process through the Mississippi State Personnel Board at [www.mspb.ms.gov](http://www.mspb.ms.gov). Instructions are detailed in the Job Seekers tab. This employment opportunity will appear in the Job Openings section on the site. Please submit a resume with your application.

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244.