

**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 Alcohol and Drug Addiction Services**

This position is available in the MS Department of Mental Health's Bureau of Alcohol and Drug Addiction Services. The incumbent will serve as a Program Administrator in the Division of Prevention Services and will report directly to the Director of the Division of Prevention Services. The incumbent will be considered the Substance Abuse Block Grant (SABG) Prevention and Synar Coordinator. Responsibilities include but are not limited to: direct and manage the substance abuse prevention workforce development and capacity building for the state; direct and manage the \$2.7 million SAMHSA funded Substance Abuse Block Grant (SABG) prevention allocation for Mississippi; coordinate the processes for the Synar Amendment requirement to maintain compliance and achieve outcomes; manage SABG sub-grantee contracts, appropriations, prevention activities, and deliverables; lead the development and implementation of the statewide needs assessment, prevention strategic planning, and the sustainability planning; monitor the state level evaluation processes and procurement procedures for the state contracts.

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

- ❖ Familiarity with the Department of Mental Health Operational Standards
- ❖ Experience in grant management and expenditures
- ❖ Familiarity with the Substance Abuse Block Grant
- ❖ Experience working in strategic planning
- ❖ Exemplary communication and writing skills
- ❖ Strong organizational and time management skills

**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;

**OR**

**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: \$46,509.56**

**Deadline to apply: June 15, 2021**

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).