

**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**

**Branch Director II
Division of Audits and Grants**

This position is available in the MS Department of Mental Health's Bureau of Administration. The incumbent will report directly to the Director of the Division of Audits and Grants. This position is responsible for serving as as liaison between the Division Director of Audit and Grants Management and the programs for which are being provided oversight; ensuring coordination of activities with other divisions/bureaus within the agency; providing administrative leadership to certain phases of statewide programs; providing technical guidance and advise to departmental administrators, community service agencies, and others to assist them in preparing annual budgets, budget revisions and cash requests; creating objectives and strategies to promote efficiency, develop partnerships, and improve service delivery; assisting in fiscal accounting and budgeting activities; and creating spread sheets for fiscal management of grant funds and cash requests.

Preference will be given to those with:

- ❖ Experience with audits of grants
- ❖ Experience reviewing and evaluating internal controls to ensure accountability
- ❖ Experience analyzing obtained data
- ❖ Experience creating spreadsheets
- ❖ Good communication skills

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education/Licensure:

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

Experience:

Five (5) years of special experience defined below, one (1) year 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:

Six (6) years of special experience defined below, one (1) year of which must have been in line or functional administrative supervision or oversight of statewide programs.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Ten (10) years of experience in the special experience defined below, one (1) year of which must have included line or functional administrative or advanced technical supervision.

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the branch in which the position exists. In those branches where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the branch, 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.

Substitution Statement:

Related education and directly related special experience as defined above may be substituted on an equal basis, except there shall be no substitutions for the required one (1) year of experience which must have included line functional administrative or advanced technical supervision.

Salary: \$40,543.60

Deadline to apply: August 10, 2021

Interested applicants must complete the application process through the Mississippi State Personnel Board at 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.