

DUTIES INCLUDE:

- Plans, organizes, and directs the Community Services Division activities of the Department of Youth Services.
- Participates in the development of written administrative policies and procedures related to the management and operational procedures of the Community Services Division.
- Develops the Community Services Division budget and determines allocations of approved appropriations.
- Reviews legislative and legal documents to determine the impact on the department or program area.
- Coordinates/ Monitors / Administers community-based grants.
- Participates in the development of grants and contracts related to the Community Services Division.
- Represents the department in various venues to include state government committees, legislative committees, civic organizations, and media in order to provide information, clarify/explain problems or current events, and effectively communicate departmental policies and procedures.
- Performs administrative/miscellaneous duties to include delegating implementation authority to subordinate professional and administrative staff.
- Supervises professional and administrative staff.

SALARY, BENEFITS, QUALIFICATIONS AND HOW TO APPLY

Annual salary is \$86,037.60 - \$130,984.80

BENEFITS:

Retirement Plan (Employer/Employee based)

Blue Cross/Blue Shield Health (Single/Family Coverage)

Flexible Benefits Program

12 paid annual holidays; 13 paid annual sick days; 13 paid annual leave days; 1 paid personal day annually; 168 hours of military leave

Optional Deferred Compensation Programs; Optional Dental (Single/Family Coverage); Optional Health and Supplemental Insurance Coverage; Optional Cancer Policy; Discounted Vision Care Program

QUALIFICATIONS:

Master's Degree in juvenile justice, criminal justice, justice and public safety, public administration, business administration, psychology, counseling, social work, sociology, human behavior, or a closely related field.

Ten (10) years of progressively responsible experience in overseeing juvenile correctional activities for court-involved youth in Community Services, including five (5) years of supervisory experience.

HOW TO APPLY:

Complete an [application for examination](#) or apply online at www.personnel.alabama.gov

Mail to:

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110

Position inquires may be directed to Connie Rich, HR Manager at connie.rich@dys.alabama.gov or (334) 215-3813

The Alabama Department of Youth Services is an Equal Opportunity Employer