

Announcement Date: September 26, 2007

**State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
(334) 242-3389
Internet: www.personnel.state.al.us**

**ASSISTANT LODGE MANAGER - 70655
\$30,422.40 - \$46,142.40**

Department: Conservation and Natural Resources
Location: Various

TYPE OF EXAMINATION

An **open-competitive** register will be established for all applicants who meet the minimum qualifications listed below. Qualified applicants will be evaluated based on their training and experience. For this reason, all applicants are encouraged to provide detailed information on their application. This evaluation of training and experience will comprise 100% of the final grade.

QUALIFICATIONS NEEDED TO APPLY

You must have all of the following to qualify:

- High School Diploma or GED
- **Two** years of experience in hotel, motel, or resort management.*

***NOTE**

College coursework in hotel/motel/resort management or a closely related field may substitute for the required experience on a year-for-year basis. One year of college coursework is equivalent to 30 semester hours or 45 quarter hours. You must have at least 3 courses in the specified major(s) for each year of college that is substituted. Please attach a copy of your college transcript to your application with the relevant courses highlighted.

KIND OF WORK

This is responsible work in assisting the operations and maintenance of a large state park lodge. Employees in this class are responsible for providing assistance in planning and directing the operations and management of the park lodge and its facilities to insure an efficient and profitable operation. They establish standards in matters concerning personnel administration and performance of food and beverage service to patrons, room rates, and patronage solicitation. Work also involves assisting in planning and monitoring budgets for lodge facilities. Supervision is exercised over a large staff of personnel engaged in a variety of tasks providing services to guests and patrons.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or your local Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **October 17, 2007**. Applications received after 5:00 p.m. on this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be placed on a mailing list to be notified when this job is again open for application. The State Personnel Department is not responsible for late receipt of applications due to the mail service or faxing malfunctions. Photocopied and facsimile applications are accepted. Our FAX number is (334) 242-1110.

Individuals currently on the register must reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

**Please refer to the back of this announcement or the State Personnel Department web site for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

****State of Alabama Personnel Department**

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.