

# ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY



## Alameda County Care Connect Team

is recruiting for the following position:

### ♦ Administrative Specialist II-P (Office Manager)

#### Our Mission

AC Care Connect is committed to strengthening a system of care that works together to deliver consumer centered care and supporting high need individuals (the people of Alameda County who face highly complex physical, behavioral, and social challenges) to achieve optimal independence and health.

#### HOW TO APPLY

Please submit a cover letter and completed County of Alameda Job Application to:

[ACCareConnectJobs@acgov.org](mailto:ACCareConnectJobs@acgov.org)

The application template is available online on Alameda County's On-Line Employment Center at:

[www.jobapscloud.com/alameda](http://www.jobapscloud.com/alameda)

New users can click on "New User Registration" to fill out an application template. Once the application is completed, candidates can click on the "Review" tab to "Print My Application". A PDF version of the application or digital scan of the completed application can be submitted to the email address above.

Learn more about Alameda  
County Care Connect  
<http://accareconnect.org/>

Alameda County Care Connect is seeking passionate, committed agents of social change to help transform care for people experiencing homelessness and individuals needing support for multiple complex conditions.

In 2016, Alameda County Health Care Services Agency (HCSA) was awarded more than \$140 million by the California Department of Health Care Services for AC Care Connect, an ambitious and innovative program that focuses on people experiencing homelessness and people with complex physical, mental, and social conditions who need care coordination across multiple systems, such as emergency services, hospitalizations, and law enforcement, to obtain good treatment outcomes. This pilot program focuses on transforming the infrastructure of care, and will organize health care providers, housing, behavioral health, probation, and other systems to work together to better coordinate care; help patients obtain housing; and, improve communications and coordination between providers by creating a "community health record." An estimated 20,000 people will be touched by the program over five years.

#### Office Manager

\*The County classification for this positions is Administrative Specialist II ([link](#) to classification).

#### Minimum Qualifications:

**Education:** Equivalent to a four-year college or university degree (180 quarter units or 120 semester units) with major coursework in business or public administration, or a field related to the work.

**AND,**

**Experience:** Equivalent to one year of full-time professional-level experience in planning and conducting administrative, operational and organizational studies and providing varied administrative support at the level of or higher than that performed by the County class of Administrative Specialist I.

**Pay Rate: \$31.63-\$42.35 hourly;** compensation commensurate with experience.

**Provisional-Project Appointments:** *Competing in a Civil Service examination is not required for a **provisional project appointment**. However, to obtain a regular appointment, the appointee will need to successfully compete in a County exam, when open. As a project position, this position is for a specific duration.*

**Temporary Assignments:** *Assignments vary in duration depending on the needs of the department. An assignment may end at any time, but cannot exceed 18 months. In order to obtain a regular appointment, the appointee will need to compete successfully in the Civil Service process.*

**\*\*\*Please see specific position information on following pages.**

## Care Connect Administrative Specialist II Office Manager

Under direction, to provide professional-level administrative, operational, and organizational services to AC Care Connect by leading a team of administrative assistants, managing facility and office needs; managing documents and files, including preparing files for internal and external audits; developing and maintaining policies and procedures; and performing related work as required.

### **Responsibilities:**

- Plans, oversees, reviews and personally performs a variety of administrative services in support of division, department or agency activities and functions.
- Supervises the work of a small support staff, including planning, assigning, and reviewing work; trains staff in work procedures; and provides effective guidance, recommends selection and disciplinary actions.
- Manages the facilities, including work space allocations, supply needs, and interaction with building management.
- Makes revenue and expenditure projections for the unit's budget; compiles figures, prepares justifications and coordinates the budget development process; during the budget year, reviews expenditure reports, and prepares internal reports.
- Coordinates purchasing activities; researches capital purchases and makes recommendations; ensures that proper funds are debited and invoices approved; follows up with vendors as required.
- Administers or coordinates the administration of personal service or consultant contracts; ensures that contract provisions are met and that appropriate approvals are received.
- Interprets and applies a variety of policies, rules and regulations; provides information which may require tact and judgment to employees and others.
- Represents the division, department or agency and acts as liaison with other County departments, representatives of other public and private organizations, program participants and the public; serves on a variety of committees and task forces.
- Reviews a variety of documents related to the operations of the unit for conformance to program regulations and procedures; researches and makes corrections as required.
- Performs such administrative tasks as modifying policies and procedures, workflows pertaining to the operation of the program, acting as the office automation administrator, and coordinating activities of the unit with those of other departments.
- Prepares a variety of correspondence, periodic and special reports, policies, procedures and other written materials; may access varied data bases or use information from various sources to prepare such materials.
- Prepares a variety of correspondence, periodic and special reports, policies, procedures and other written materials; may access varied data bases or use information from various sources to prepare such materials.
- Maintains accurate records and files related to work performed.
- Operates a variety of standard office equipment including a word processor and/or computer; may drive a County or personal vehicle to attend meetings.