



COUNTY OF SAN DIEGO  
invites applications for the position of:

## Assistant Medical Services Administrator- 17410205

**SALARY:** \$96,803.20 - \$117,665.60 Annually

**OPENING DATE:** 06/13/17

**CLOSING DATE:** 06/30/17 11:59 PM



The County of San Diego is currently accepting applications for

### **ASSISTANT MEDICAL SERVICES ADMINISTRATOR**

The Public Health Services Division, in the County of San Diego's Health and Human Services Agency (HHS), is currently seeking to fill a vacancy for an **Assistant Medical Services Administrator** position. Under PHS administrative direction, this position will coordinate, supervise, and manage the operation of the California Children Services (CCS) Branch within PHS.

With a team of over 140 staff, CCS provides diagnostic and treatment services, medical case management, and physical and occupational therapy services to children under age 21 with eligible medical conditions. Examples of CCS-eligible conditions include, but are not limited to: chronic medical conditions such as cystic fibrosis, hemophilia, cerebral palsy, heart disease, cancer, traumatic injuries, and infectious diseases producing major complications. CCS also provides medical therapy services that are delivered at public schools. The CCS budget is approximately \$20 million dollars and the branch serves over 13,000 children annually. For more information about CCS, please click [here](#).

### **MINIMUM REQUIREMENTS**

1. A bachelor's or master's degree from an accredited U.S. college or university, or certified foreign studies equivalency in Nursing, Public Health, Business Administration, Public Administration or a closely related field; **AND**,
2. Six (6) years of experience coordinating medical service delivery, three (3) years of which must have been in an institutional or in a community agency setting.

**Note:** Additional years of relevant experience may substitute for the education requirement on a year for year basis. The required experience must have included medical service administration with responsibility for budget administration, contract negotiations and coordination of professional medical staff. A current California Registered Nurse license is desirable, but not required.

### **IDEAL CANDIDATE**

The ideal candidate will have experience with the California Children Services (CCS) program and will have prior supervisory and/or management experience. The ideal candidate will also demonstrate strong leadership and decision-making skills, be an effective communicator and team builder, and maximize team effectiveness and organizational excellence.

### **HOW TO APPLY**

To view the complete job description, or to submit an online application, please click [here](#).