

REGIONAL CENTER OF EAST BAY
JOB DESCRIPTION

POSITION TITLE: Administrative Assistant (Confidential Position)

SALARY RANGE: \$2,080.05 - \$2,787.47 Bi-weekly
\$54,081.30 - \$72,474.22 Annual

REPORTS TO: Director, Client Services

LOCATION: San Leandro, CA

DUTIES:

1. Provide full range of administrative secretarial support to assigned Director of Client Services, included but not limited to:
 - ◆ Schedule and coordinate department and other meetings as assigned
 - ◆ Draft letters of correspondence and other communication
 - ◆ Post information on RCEB website
 - ◆ Coordinate and assist with projects and audits including Medicaid Waiver, consumer records, Special Incident Reporting, etc.
2. Prepare agendas, attends, takes and distributes minutes for various agency committees as assigned.
3. Manage After-hours electronic Crisis Fax Line and distribute to case management.
4. Opens mail for Director ensuring a timely response and distribution.
5. Respond to/redirects urgent phone calls in the absence of Director of Client Services and other Manager as assigned.
6. Research, gather, analyze and report statistical data.
7. Manage and schedule requests for Zoom appointments for case management.
8. Manage Exceptions files and prepares for Committee review.
9. Schedule and manage Case Management Supervisor after-hours on-call list.
10. Under supervision, tracks annual and monthly reporting on DDS Conserved clients.
11. Run various queries in SANDIS for Director of Client Services.
12. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Three years of administrative secretarial experience.
2. Demonstrated ability to analyze, organize, and plan a course of action and follow-through to meet deadlines.
3. Must be computer literate, possess excellent word processing skills, Microsoft Office Suite (Word, Excel) and the ability to produce computer generated reports as required.
4. Must have excellent verbal and written communication skills.
5. Ability to type 40 wpm.
6. Demonstrate cultural sensitivity. Ability to work with culturally diverse populations.