

### **Director of Administrative Services**

1. Exercise administrative authority over contract management, Information Services computer and electronic communication activities, requisitioning, messenger and the storeroom receiving, storage and supply, personnel and employee relations, facilities and personnel safety (12,13)
2. Review approve and process contracts. (12,13)
3. Coordinate these services and programs with other County departments and divisions, and with community agencies and groups including Medi-Cal. (15,17)
4. Make major administrative decisions, including development of policy. (15,17)
5. Review approve and process contracts. (12,13)
6. Interpret County policies, and advise division managers and other division administrators on matters of inter-county governmental relations, finance, personnel, space, purchasing, and special project areas, including Medi-Cal. (15,17)
7. Develop and maintain administrative policy and procedures manuals. (15,17)
8. Oversee the fixed asset acquisition process and coordinate capital outlay projects; may act in the absence of the Agency or Department Director or as directed on all administrative matters, including representation to other County departments, the County Administrative Officer, and County, State and Federal officials; attend meetings and conferences; prepare correspondence, including Medi-Cal. (15,17)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
10. Attends training related to the performance of MAA. (20)

---

Employee Signature (please sign in blue ink)

---

Date

---

Employee Name (printed)