



Office Manager

~~Planning and Physical Development~~ Indigent Health Care Services

~~PPD/7~~ IHC/10

Pay Grade: 14

JOB SUMMARY

This position is responsible for managing the day-to-day administrative operations of the ~~Road & Bridge~~ Indigent Health Care Services Department.

MAJOR DUTIES

1. Manages the department's ~~fiscal~~ financial and administrative functions ~~manages including:~~ administration, budgets expenditures, payroll, purchasing, accounts payable, processing travel requests, inventory ~~and asset management, and database~~ and records management functions.
4. ~~Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.~~ Must review and remain up to date on any legislative changes to health care, immunization and burial policies related to Texas counties including, but not limited to the Texas Health and Safety Code and County Indigent Health Care Program Handbook, Centers for Disease Control and the Texas Department of State Health Services, etc.
5. ~~Coordinates the preparation of permit applications and provides preliminary reviews to ensure applications are complete.~~ Reviews and processes County Indigent Health Care Program (CIHCP) client applications for accuracy and completeness to determine program eligibility.
6. ~~Assists in the oversight of the department's general operations to ensure that department goals and objectives are met.~~ Assists in reviewing CIHCP, burial/cremation and emergency medication program cases submitted for approval/denial by Caseworkers and provides final determination.
3. ~~Coordinates the department's human resource functions; maintains employee files and records.~~ Assists in compiling data, preparing, and submitting annual reports, including but not limited to the Tobacco Settlement Expenditure Report.
10. ~~Receipts application fees, plat and engineering fees and deposits, reproduction fees, and regulatory fines; prepares bank deposits; maintains financial records.~~ Prepares, submits, and maintains records of department agenda items submitted to the Commissioners Court.
2. Manages the maintenance of current and accurate records, files, correspondence, and reports, ~~performs or supervises data entry in the maintenance of electronic files and records~~ including but not limited to client activity reports, department inventory records, annual receivables report ~~to the Auditor~~, etc.

~~Manages the maintenance of department inventory records.~~

9. ~~Assists the Planning Director in organizing, scheduling, and conducting public meetings, hearings, special events, and presentations.~~ Coordinate and schedule department events; prepare and disseminate public notices including: press releases to the media, announcements posted in public areas, and flyers distributed to the public.

~~Notarized documents.~~

7. Provides administrative support for the ~~work of the Planning Advisory Board; schedules meetings; posts public notices; prepares agendas and meeting minutes.~~ Immunization Program by ordering vaccines, medical supplies and equipment; receive and store vaccine shipments, as well as monitor and record refrigerator/freezer temperatures in accordance to federal and state guidelines.
8. Provides administrative support for the Tuberculosis Program (TB) by ordering medical supplies and equipment; scheduling TB screening tests and follow-up appointments, preparing and submitting reports, and working with state staff on active TB cases in accordance to federal and state guidelines.
11. Processes prescription overrides for client's prescription medications via the Pharmacy Benefits Management program in accordance to established guidelines; makes appropriate referrals to clients to obtain additional assistance for medications thru pharmacy assistance programs, drug discount programs, etc.
12. Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a scanner, fax machine, and copier.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The ~~Assistant Planning~~ Indigent Health Care Services Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Texas Health and Safety Code, the Texas Indigent Health Care Program Handbook, the Health Insurance Portability and Accountability Act, the Health Care Reform Act, and county and department policies and procedures ~~and state and county codes~~. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and ~~management~~ ^{supervisory} duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to ~~manage~~ ^{assist with} the administrative functions of the department. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, ~~engineers, architects, contractors, attorneys, planners, developers,~~ elected and appointed officials, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects. ~~and occasionally heavy objects, climbs ladders, and distinguishes between shades of color.~~
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has ~~direct~~ ^{functional} supervision over assigned personnel.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

