

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT - SB 82**

TRANSFER OPPORTUNITY

SECRETARY III

A Secretary III is being recruited to provide secretarial support to the Countywide Resource Management's (CRM) Mental Health Clinical Program Manager I (MHCPM). The MHCPM will manage the Department's expanded crisis support programs, newly funded under Senate Bill (SB) 82, the Investment in Mental Health Wellness Grant Program. Countywide Resource Management (CRM) has been designated by the Department to manage the County's SB 82 programs, including the establishment of three contracted Urgent Care Centers (UCC), 35 contracted Crisis Residential Treatment Programs (CRTP) located throughout the county with a total of approximately 560 beds, and eight Crisis Transition Specialist Teams to be located in the UCCs. The Secretary III is a vital role to supporting the MHCPM's responsibility to manage and implement SB 82 programs. **This position is currently located at 1925 Daly Street, 2nd floor, Los Angeles, CA 90031. This program will be relocating to DMH Headquarters, 550 S. Vermont Ave., CA 90020. The approximate relocation date is spring 2015.**

DUTIES:

- Screen calls, furnish requested information or refer calls to others better qualified
- Schedule appointments and meetings and maintain Program Manager's appointment book
- Arrange conference room reservations for meetings
- Document and track incoming and outgoing correspondence
- Review material being submitted for Program Manager's attention to ensure all relevant data, files, signatures, etc., are included
- Type memorandums, letters, and agendas
- Review written material for grammatical errors and proper content
- Maintain filing system
- Prepare requisitions and special requests
- Act as intermediary between Program Manager and staff, transmitting messages, and requests, both written and verbal
- Serve as liaison to other departments/divisions
- Obtain data and prepare reports
- Track the execution of plans, improvements, and projects
- Recommend improvements in departmental procedures

DESIRABLE QUALIFICATIONS:

- Ability to work a 5/40 schedule; Monday thru Friday 8-4:30 or 8:30-5
- Excellent interpersonal skills
- Ability to problem solve and avert crises through anticipation and planning
- Effective communication skills, both verbally and in writing
- Flexibility and the ability to prioritize and to adjust priorities as needed
- Strong organizational skills
- Knowledge, expertise, and experience in working with Microsoft Office (Including Word, Excel, PowerPoint and Publisher) and Outlook.
- Ability to multi-task throughout the day and to work with interruptions
- Commitment to improving the quality of work processes

Interested individuals who currently hold the payroll title of Secretary III are encouraged to FAX their résumé, last two (2) Performance Evaluations, and last two (2) years of master time records to:

**Jacqueline Yu, LCSW
Mental Health Clinical Program Head
Countywide Resource Management
1925 Daly Street, 2nd Floor
Los Angeles, CA 90031**

**FAX: (323) 223-8380 or
Email: Kelly Chi at KChi@dmh.lacounty.gov**