



# VENTURA COUNTY HEALTH CARE AGENCY

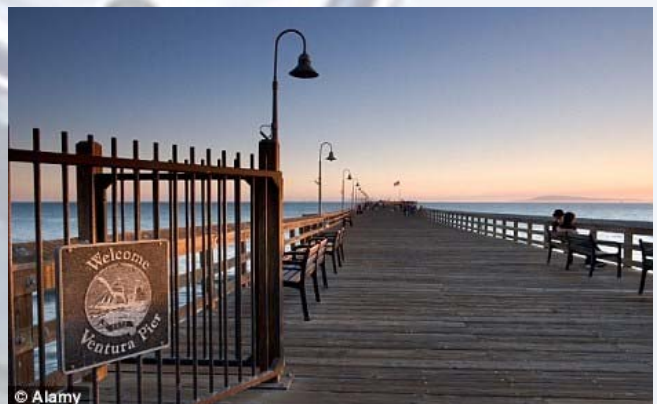
## Associate Administrator

(Previously Chief Hospital Operations-Ambulatory Care)

Base salary (maximum): \$183,034 Annually

### The County of Ventura

- \* Located on the "Gold Coast," approximately 50 miles northwest of Los Angeles and 30 miles south of Santa Barbara
- \* Average annual temperature of 74.2 degrees
- \* Over 850,000 residents
- \* One of the safest and fastest growing regions in Southern California
- \* Home to the following cities and points of interest: Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, and Ventura as well as national protected areas such as parts of the Angeles National Forest, Channel Islands National Park, and the Santa Monica Mountains National Recreation Area
- \* Year-round activities include walking on the beach, surfing, enjoying a concert in a park or one of the various festivals hosted throughout the county, sailing to the Channel Islands or hiking in the Los Padres National Forest
- \* Home to the Ronald Reagan Presidential Library and Museum, the San Buenaventura Mission, art galleries, and a state-of-the-art Civic Arts Plaza
- \* Major industries in the area include biotechnology, agriculture, advanced technologies, oil production, military testing and development, and tourism
- \* Home to two universities (California State University Channel Islands and California Lutheran University), and three Community Colleges (Moorpark, Oxnard, and Ventura), multiple university extensions, institutes, and adult schools





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## MISSION STATEMENT

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Provide comprehensive, cost-effective, compassionate health care for our diverse community, especially those facing barriers, through an exceptional workforce, education, and forward thinking leadership.

## The Health Care Agency

The Health Care Agency is the largest department in the County of Ventura and employs approximately 3,000 people; 1,100 of those in direct patient-care positions. The Health Care Agency oversees the Ventura County Medical Center (VCMC) - Level II Trauma Center, Santa Paula Hospital (SPH), 24 primary care clinics, 11 specialty care clinics, the Public Health Department, the Behavioral Health Department, the Medical Examiner and the County's Animal Services Department. VCMC's Family Medicine Residency Program is affiliated with the UCLA School of Medicine and has been educating physicians since 1928. As a teaching hospital, our doctors value Registered Nurses' knowledge and expertise, and are trained to work cohesively with them for the care of the diverse population we serve.

## The Recruitment Process

To apply for this exceptional and unique career opportunity, refer to our website: [ventura.org/jobs](http://ventura.org/jobs)

You can direct any inquiries about this position to the recruitment analyst, Emma Armstrong, by email at [emma.armstrong@ventura.org](mailto:emma.armstrong@ventura.org) or by phone at (805) 677-5191



## ABOUT THE POSITION

The Chief Hospital Operations-Ambulatory Care reports to the Deputy Director Ambulatory Care.

The ideal candidate has a Master's degree in a health care related discipline, finance, or business; strong operation background in a healthcare system; knowledge of emerging trends including managed care and healthcare reform; the ability to correlate operational functions with financial outcomes; understanding of population health management; experience and knowledge of healthcare quality measures and change management; ambulatory care medical services oversight; and the ability to work in a fast-paced environment while balancing multiple regulatory deadlines.

### Typical Duties

The duties may include, but are not limited to the following:

- ✦ Direct and indirect supervision of multiple ambulatory care centers which may include medical practices and services such as grants management
- ✦ Develops and administers the annual operational budget to ensure program objectives and cost effectiveness are reached; determines staffing requirements; supervises line and support staff directly and/or through subordinate managers; establishes standards for and ensures compliance with administrative and/or operational needs and requirements
- ✦ Plans, implements, and evaluates overall services, programs, and policies; collaborates with other administrative and ancillary departmental staff in planning, implementing, and evaluating overall services, programs, and policies
- ✦ Directs the planning, implementation and maintenance of a systematic process for monitoring and evaluating the quality and appropriateness of operations and for resolving identified problems; provides for an ongoing management development program for managers and supervisors
- ✦ Recommends policy positions; organizes services and systems to meet patient care and patient needs and objectives; delineates lines of authority, functional responsibilities, accountability and communication; supervises the development of staffing patterns and approves proposed levels and skill mixes within programs
- ✦ Represents operations and administration at designated committee meetings and at outside functions as required; participates in labor negotiations as required
- ✦ Develops, organizes, and prepares special studies and reports
- ✦ Maintains professional affiliations and participates in educational programs; collaborates with other public and private hospitals, physicians, and other providers, organizations, County departments, and community groups to foster a positive presence in the community

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# ADDITIONAL COMPENSATION & BENEFITS

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Current Annual Base Salary Range:  
\$124,501.30—\$183,034.85 per year.

The County offers an attractive compensation and benefits package. In addition to the above base pay range, you may be eligible for the following additional compensation and benefits.

**EDUCATIONAL INCENTIVE:** This classification is eligible for educational incentive for a degree that is not required for the classification. The incentive is paid as follows: Associate's Degree - 2.5%, Bachelor's Degree - 3.5% and Advanced Degree - 5.0%.

**RETIREMENT/SOCIAL SECURITY:** Both the County and you contribute to the County's Retirement Plan. Pension benefits vest after 5 years of service. The County and you also each contribute to Social Security.

**HEALTH PLANS:** Medical, Dental, and Vision Plans for you and your dependents. A flexible credit allowance of up to \$9,022 annually.

**FLEXIBLE SPENDING ACCOUNTS:** Increase your spending power by reimbursing you with pre-taxed dollars for IRS approved dependent care and health care expenses.

**ANNUAL LEAVE (in lieu of Vacation and Sick Leave):** 208 hours earned each year, increasing to 288 hours after 5 years of service. After using a minimum of 80 hours of annual leave during a 12-month period, you may redeem a portion of the accrual annually.

**HOLIDAYS:** 10 paid days per year.

**DEFERRED COMPENSATION:** Regular employees may participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. Employees may contribute the maximum allowed by plan rules. If you participate in the County sponsored 401(k) plan, the County will match a part of your contribution up to 3%.

**PROFESSIONAL MEMBERSHIPS:** The County will pay up to a maximum of \$200 for membership fees to a job related professional organization.

**MEDICAL MAINTENANCE EXAM:** You may schedule a medical maintenance examination through Employee Health Services, at no cost to you, at the following intervals: Once every 36 months if under age 40; Once every 24 months if between ages 40-44; Once every 12 months if over age 45. If you choose to have the examination through your personal physician, your department will reimburse you up to \$1,200 for eligible expenses not covered by your medical plan.

Other benefits include: Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program and a Wellness Program.