



Alameda County Public Health Department
Celebrating Healthy People in Healthy Communities

Recruitment for *temporary* COVID-19 Emergency Response assignments in Health Promotion & Community Partnership Unit

Alameda County PUBLIC HEALTH

The **MISSION** of the Alameda County Public Health Department is to work in partnership with the community to ensure the optimal health and well being of all people through a dynamic and responsive process respecting the diversity of the community and challenging us to provide for present and future generations.

acphd.org

[COVID-19 Homepage](#)

Help Us Fight COVID-19!

In addressing the need for additional personnel in response to the COVID-19, the Alameda County Health Care Services Agency (HCSA) is recruiting to fill numerous *temporary* positions to help protect our community.

Administrative Specialist II

**Assignments are expected to last approximately 12 months to 18 months depending on the need of the department.*

For consideration, please submit a county application to:

phab@acgov.org



Administrative Specialist II

ADMINISTRATIVE SPECIALIST II

**\$34.73-\$46.50 Hourly / \$2,778.40-\$3,720.00 BiWeekly /
\$6,019.87-\$8,060.00 Monthly / \$72,238.40-\$96,720.00 Yearly**

This position will lead in the production of timely, relevant, and culturally responsive and linguistically appropriate health promotion and communications materials. It will directly support the Alameda County Public Health Department (ACPHD) and the Health Promotion and Community Partnerships (HPCP) Unit. The position is also expected to collaborate with the Health Care Services Agency (HCSA) Communications Team. HPCP works in the service of communities disproportionately affected by COVID-19 and other communicable diseases. It focuses on community-driven solutions grounded in principles of meaningful engagement and health equity and works to address social determinants of health (i.e., income, employment, housing, neighborhood conditions, education) and health inequities (i.e., unfair and unjust differences in health status across race, class, sexual orientation, gender identity) in Alameda County. In partnership with community-based organizations and through program implementation (i.e., assessment, development, implementation, evaluation) the goals of HPCP aim to: influence policy and legislation, change organizational practices, foster coalitions and networks, educate providers, and strengthen individuals' knowledge and skills. Program areas include health promotion, education, prevention, case investigation, contact tracing, and vaccination.

MINIMUM QUALIFICATIONS:

EDUCATION:

Equivalent to graduation from an accredited four-year college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, or a field related to the work.

(Additional professional or paraprofessional administrative experience may be substituted for the education on a year-for-year basis.) AND,

EXPERIENCE:

Equivalent to one year of full-time professional-level experience in planning and conducting administrative, operational and organizational studies and providing varied administrative support

EXAMPLES OF DUTIES:

1. Lead the design of ACPHD and HPCP's PowerPoint presentation decks, e-newsletters, emails, reports, flyers, one-pagers, social media posts, and other materials, including HPCP's website and branding materials (i.e., logo, type font, etc.). The position must exercise strategic acumen and apply the principles of community engagement and health equity when considering content, intent, audience, budget, and technical processes.
2. Assist with design and development of health literacy outreach materials which include factual content that meets cultural competency, reading level, and branding standards for community services, events, and information.
3. Research and recommend new technology and trends, supplies, software, materials, and techniques for departmental/agency graphic design needs; order and maintain supplies/inventory, determine materials needed for assigned projects and provide input into graphic design cost. Create and maintain a file management system for projects and photos and stock graphics.

EXAMPLES OF DUTIES continued:

4. Participate in the development of marketing/promotion strategy of assigned programs related to COVID-19 response and recovery; assist with goals and objectives for messaging; meet with the HPCP Team, AC-PHD, other HCSA staff and contracted community partners to identify project needs and develop production schedules.
5. Provide technical support by reviewing and providing feedback about content developed by other HPCP Team members and external contracted community partners.
6. Work with the HPCP Team to ensure branding consistency and best practices across all communication channels.
7. In collaboration with the HPCP Communications Team, track and monitor the development of new content and updates to existing content.
8. Provide administrative support during internal and external meetings (i.e., note taking, locating and sharing information, etc.).
9. Develop and maintain relationships with contracted community partners and media vendors, prepare requests for quotes (RFQ) for competitive costs and quality; review and select vendors who meet specific project criteria, work with contractors, community partners, and staff to assure that departmental quality and quantity standards and production deadlines are met; approve estimates and monitor payment to vendors; review and approve proofs and color matches; prepare specifications, notes and electronic files for vendors.
10. Performs other duties as assigned within the classification.

APPLICATION & SELECTION PROCESS

Applications will be screened according to the minimum professional qualifications and knowledge and skills. The most qualified candidates will be invited to participate in the interview process. Meeting the minimum qualifications for the position does not guarantee advancement to the interview process; only the best qualified candidates will be invited to participate.

An Alameda County Application is required to be considered for this recruitment.

The application template is available online on Alameda County's On-Line Employment Center at:

www.jobapscloud.com/alameda

Please email a county application, cover letter and resume to: phab@acgov.org
Please specify which position(s) you are applying for.

NEW USERS can click on "New User Registration" to fill out an application template. Once the application is completed, candidates can click on the "Review" tab to "Print My Application". A PDF version of the application or digital scan of the completed application can be submitted to the email address above.

We are an equal opportunity employer who values diversity.



ALAMEDA COUNTY

Human Resource Services

[Click here to learn more about the TEMPORARY ASSIGNMENT POOL \(TAP\)](#)

*** Temporary Assignments:** *Assignments vary in duration depending on the needs of the department. An assignment may end at any time. To obtain a regular position, the appointee will need to compete successfully in a County Exam.*