



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

CHELAN-DOUGLAS HEALTH DISTRICT JOB DESCRIPTION

POSITION TITLE: Health District Administrator

REPORTING RELATIONSHIP: Board of Health

Salary Range: \$6,575 to 8,392 per month

COMMUNITY SERVED

The Chelan-Douglas Health District serves two counties in Washington State. [Chelan County](#) has a population of approximately 77,200 people and Wenatchee, the county seat was recognized as one of the top retirement locations in the United States. [Douglas County](#) has a population of approximately 43,429 people. Both communities are agricultural centers for Washington State and the nation. They are also well known areas for outdoor recreation.

ORGANIZATIONAL MISSION

The mission of the Chelan-Douglas Health District is to protect and improve the health of individuals and communities in Chelan and Douglas counties through the promotion of health and the prevention of disease and injury.

ORGANIZATIONAL VISION

Chelan-Douglas Health District makes optimal use of available resources and partnerships to provide high quality public health services in Chelan and Douglas counties. Its program priorities emphasize the foundational public health functions basic to public safety in any community.

POSITION SUMMARY

The Health District Administrator leads the Health District in carrying out its mission to prevent disease, promote health in the community, and protect the health of people living, working, and visiting Chelan and Douglas Counties. This is a senior leadership position responsible for developing and providing vision for the ongoing efforts of the Health District, for building partnerships across the community to improve the public's health, and mobilizing the passions and expertise of the health districts staff and volunteers to accomplish its mission.

The Health District Administrator reports directly to an eight person Board of Health, composed of elected city and county officials. The Board of Health, under the [Revised Code of Washington 70.05.060](#) has supervision over all matters pertaining to the preservation of the lives and health of people within the jurisdiction. The person in this role is responsible for implementing the [Chelan-Douglas Health Code](#) and for directing the Health District team, fulfilling the public health expectations established in the Revised Code of Washington and the Washington Administrative



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Code. This work is done in partnership with an appointed, part-time physician Health Officer authorized to enforce the public health statutes of the state of Washington, described in the [Revised Code of Washington 70.05.070](#).

In Washington State, providing public health services is a shared state and local responsibility. Some public health services are so critical that they must be provided to every person across our state, regardless of location. Other public health needs are specific to certain jurisdictions. The Chelan-Douglas Health District is focused on implementing a [Foundational Public Health Services \(FPHS\)](#) model which ensures all residents can depend on a core set of services that only governmental public health can assure are available to all residents of the Counties, either by providing them, or overseeing a partner providing of them. In this model, the Health District leverages the basic public health capabilities of Community Partnership Development, Emergency Preparedness and Response, Communications, Policy Development and Support, Assessment and Epidemiology, and Business Competencies. It then applies those competencies to the core public health services of Communicable Disease Control, Chronic Disease and Injury Prevention, Maternal, Child, and Family Health, Access to Clinical Care, Environmental Public Health, and Vital Records.

In order to accomplish this, the Health District Administrator works with the Health District team, and other community partnerships to plan, implement, and evaluate Health District initiatives and services. Partnerships are critical for the success of this Health District and the administrator must build and maintain strong inter-organizational relationships with a wide range of local partners, neighboring health jurisdictions and regional partners, and state agencies and professional organizations to make the Health District's service delivery effective. The Administrator interacts with partners across multiple settings and influences the public's perceptions of the quality of the services provided by the Chelan-Douglas Health District.

The Health District Administrator is responsible for the operations of the Health District and performs complex professional and administrative work. This includes supervising more than 30 Health District team members, with the help of four senior Health District leaders. Additionally, the administrator is responsible for a \$4 million budget and designing, evaluating, and improving as necessary the administrative systems for the organization.

ESSENTIAL FUNCTIONS

- Provides administrative support to the Chelan-Douglas Board of Health so that they can effectively fulfill their responsibilities.



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

- Informs the Chelan-Douglas Board of Health about financial status, service delivery, program developments and circumstances/factors that may influence the capability of the Health District.
- Prepares the monthly Board of Health meeting agenda and both written and oral reports to support the Board of Health's decision making processes.
- Acts as Liaison between the public health advisory group and the Chelan-Douglas Board of Health.
- Assures that the Board of Health is fully informed as to current public health issues active or anticipated in the District, the implications of them and proposed options for action to deal with them, by the Health District or its partners.
- Leads the Chelan-Douglas Health District team in implementing the direction of the Board of Health and ensures compliance with statutes and regulations pertaining to public health.
 - Oversees budget and financial management and maintains financial reporting systems that provide an accurate depiction of the financial status of the Health District.
 - Builds organizational capabilities to provide foundational public health services.
 - Ensures accountability and compliance with grants and contracts.
 - Through epidemiologic, disease surveillance, and qualitative processes, regularly collects and analyses data and information about the health needs of all segments of Chelan and Douglas Counties.
 - Leads a public health advisory group composed of several sub-committees aligned to the foundational public health services.
 - Coordinates with the District Health Officer as that person carries out their responsibilities as authorized by Washington State law and the Chelan-Douglas Health District Code.
- Responsible for responding to public health emergencies and the public health impacts of all-hazards emergencies, including institutionalizing and maintaining the capability for applying the incident command structure with other emergency response partners.
 - Provides leadership to the multi-county Emergency Preparedness and Response region that includes Grant and Okanogan counties.
 - Provides for on-call response to public health emergencies at all times.
 - Ensures the Health District has up to date emergency response plans and Continuity of Operations Plans.



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

- Leads public health efforts in partnership with other agencies and groups providing health-related services, across the community.
 - Establishes relationships and strong lines of communication with the Administrators/Directors of other local and State level health-related agencies and groups and governmental entities as well as with individual community members who are interested in Health Department programs and services.
 - Solicits input from various groups and organizations regarding health concerns of the community and directs resources as available towards advancing health equity in the district.
 - Regularly convenes local healthcare and other public health leaders to solicit input and advice from the broader health sector in our community.
- Regularly communicates information regarding public health and the mission of the health district to the public through publications, meetings and the media.
 - Develops and implements a comprehensive public relations and marketing plan that includes the use of the media, website, promotional materials, etc. in order to inform the community about Health Department services and public health issues.
 - Represents public health needs to state agencies/organizations, State legislators and National organizations.

BUSINESS AND FINANCE

- Develops an annual balanced budget and works with the Chelan-Douglas Board of Health to finalize and publish the budget.
 - Develops fee schedules, billing and collection practices within Board policy.
 - Maintains a clear and transparent audit trail.
- Seeks and secures funding, strategically, from diversified sources including but not limited to Federal and State grants, local government appropriations and private sector partnerships.
 - Ensures proper administration and coordination of grant funded programs and activities.
 - Ensures grant reports are accurate, completed and submitted according to funder requirements.

MANAGERIAL, PROFESSIONAL AND LEADERSHIP SKILLS



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

- Creates and maintains an organizations climate of trust, respect, mutual accountability, teamwork, communication and professionalism that honors the skills that the health district team commits to the organization each day.
 - Models a growth mindset and leadership skills for both the health district's team members and community partners.
 - Strives to be a leader among local, state and national public health organizations, seeking opportunities to share lessons learned and insights in publications and at conferences and meetings.
 - Actively engages team members in problem solving, planning and policy development in order to create a resilient organization.
- Provides administrative oversight for the Chelan-Douglas Health District.
 - Establishes the District's administrative policies and procedures.
 - Develops and implements succession plans and professional development strategies for all team members.
- Maintains reliable systems for all aspects of employee supervision to include hiring, development, evaluation, disciplinary action and termination.
 - Coordinates with the local labor union as a partner in creating an organizational climate of mutual trust and accountability.

INFORMATION MANAGEMENT

- The Health District Administrator responsibly manages the information created, accessed, collected and shared by the Chelan-Douglas Health District.
 - Oversee district compliance with all HIPAA laws, rules and standards.
 - Maintain systems for retaining and releasing District information in compliance with all state and federal laws, rules and requirements.
 - Develops and regularly evaluates District information systems and data sharing agreements.

POSITION REQUIREMENTS

The Health District Administrator must have excellent leadership skills. These leadership skills should be predicated on a foundation of mature self-awareness and include a predisposition to a growth mindset with a proven ability to approach problem solving and relationship development with curiosity, humility, and through a health equity lens. The Health District Administrator must regularly apply strong inter-personal and conflict management skills throughout the course of



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

daily business. The Administrator must be a self-motivated and self-directed leader who works collaboratively in relation to the Chelan-Douglas Board of Health to advance the priorities and directives set by the Board.

The Health District Administrator must have the ability and initiative to routinely apply exceptional communication skills (including the ability to read and comprehend written material of a highly technical nature); organize and effectively retrieve data; compose and proofread business correspondence in order to provide written communications that are grammatically correct and properly punctuated; use verbal, written, analytical and interpersonal skills in order to communicate with the public and Staff in a highly professional, competent and timely manner; apply basic mathematical concepts; understand and retain detailed information pertaining to State and Federal laws; perform data entry and basic statistical analysis; prepare highly technical and complex worksheets and reports on spreadsheets; and analyze issues and think logically when presented with unexpected questions or circumstances.

There may be times when the person in this role must take on other duties as required or assigned by the Board.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position requires the ability to perform the activities necessary to complete the essential functions of this job. Work is performed primarily in an office setting, but may include working outdoors occasionally. Incumbents spend the major part of the workday exchanging information verbally or via telephone.

POSITION QUALIFICATIONS

A Bachelor's degree from an accredited college or university is required for this position. Preference will be given to candidates that hold a bachelor's degree in business, public administration, public health, biological sciences or related health field. Strong preference will be shown to candidates with a master's degree in public health, public administration, or a related field from an accredited college or university. An equivalent combination of experience, education and training which provides the required knowledge, skills and abilities may be accepted.

Five (5) years progressively more complex experience in public administration, health care administration or administering public health programs and/or policies.

Must have a valid identification.



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

DESIRED SKILLS

The ideal candidate will be capable of functioning and excelling in a bicultural environment and in a culturally competent manner for the communities in the District.

Demonstrated ability of communicating effectively in both English and Spanish (reading, writing, speaking and understanding).

Demonstrated commitment to advancing health equity and willingness to help address the health needs of historically underserved populations.

A demonstrated knowledge of information technology and data management.

A working knowledge of insurance, Medicare and Medicaid regulations and third party reimbursement.

A working knowledge of the principles and practices of financial and managerial accounting.

A working knowledge of computer software applications including word processing, spreadsheets, databases, medical records, etc.

A working knowledge of Grant application and Grant management.