

**COME JOIN US &
MAKE A DIFFERENCE**



**SNOHOMISH
HEALTH DISTRICT**
WWW.SNOHD.ORG



THE OPPORTUNITY:

Administrator

The Administrator serves as the Chief Executive Officer for the Snohomish Health District. Reporting to the Snohomish Health District Board of Health, the Administrator is responsible for the development and efficient delivery of public health services and programs throughout Snohomish County. The Administrator serves as the executive secretary and administrative officer for the Board.

Incumbent regularly communicates the operational, regulatory, and financial status of the agency to the Board of Health and other local and state officials, recommends policy strategies for Board consideration based on local issues of public health importance and implements decisions and direction provided by the Board.

Incumbent facilitates community engagement on public health related matters, including convening advisory boards and committees and maintaining regular and effective communication with other local, state and federal agencies, staff and elected officials.

WHO WE ARE

The Snohomish Health District provides a wide range of programs and services that protect and promote public health, with particular focus on preventing injury and disease. Such work is inspired by a vision and mission and framed by an organizational structure.

Vision: Healthy Lifestyles. Healthy Communities.

Mission: To improve the health of individuals, families and communities through disease prevention, health promotion and protection from environmental threats.

Organizational Structure: **Administration** support functions include Executive Leadership, Human Resources, Business and Information Services, Communications, Healthy Policy and Public Records/ HIPAA/ Accreditation. The division also collects and analyzes public health research. The **Preventive Services Division** works to prevent and control contagious disease in Snohomish County and the North Puget Sound region and improving the health of families and children through prevention, support and community partnerships. The **Environmental Health Division** works to protect food, water, soil and air.



We're looking for the ideal candidate to join our ambitious team!

OUR IDEAL CANDIDATE

Knowledge of principles and practices of public health and the social determinants of health, including current trends in policy, research, treatment, prevention, education and related issues.

Knowledge of types of services performed and responsibilities in public health and environmental health activities

Knowledge of principles and practices of public administration and management

Ability to strategically plan, prioritize, coordinate, organize and evaluate staffing and services. Train, direct, and coach staff. Administer and change plans, policies and work plans.

Ability to use tact, discretion, respect persuasion, diplomacy, and courtesy to gain the cooperation of others and establish and maintain effective teams and a professional relationship and rapport with public officials, representatives of other entities, coworkers employees, and diverse members of the public.

Ability to demonstrate cultural competency, interacting sensitively, effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, persons of all ages and lifestyle preferences.

Ability to provide leadership and maintain a high level of personal and professional integrity and honesty.

Ability to estimate and analyze revenues, costs and effectiveness of programs. Monitor and interpret fiscal and statistical information.

Ability to listen attentively and communicate effectively, both orally and in writing, in clear concise language appropriate for the purpose and parties addressed, including oral presentations before groups on a variety of complex and sensitive public health issues.

BE PART OF THE PUBLIC HEALTH TEAM AND MAKE A DIFFERENCE

Join Snohomish Health District and make life better for your community, neighbors and yourself.

KEY RESPONSIBILITIES

Directs, manages, coordinates, and evaluates the day-to-day operations of a comprehensive countywide public health agency that effectively identifies and addresses the needs of a diverse population.

Oversees tasks related to effective administration of the District, such as human resources and support services management, financial management, facilities management, efficient use of resources and technology, legal compliance, and timely execution of programs, and activities performed by the agency.

Directly supervises the administrative and operational services of the District, including Business/Finance services, Communications/Policy, Human Resources, Information Technology, Environmental Health, Community Health, Communicable Disease and Emergency Preparedness and Response.

Develops and implements strategic short- and long-range plans, programs, goals, and objectives. Facilitates and coordinates cooperative planning in conjunction with other entities. Reviews and updates planning recommendations. Balances fiscal impact, objectives, and community input when developing public health strategies.

Plans, acquires and assures the maintenance and repair of public facilities, assets and capital equipment.

Together with the Health Officer, advises the Board and Board committees on public health needs in the community and makes recommendations to the Board on policies and programs. Ensures the provision of expert public health advice and leadership to support and inform an evidence-based approach to planning, developing, and delivering public health services and programs.

Establishes effective performance measurement criteria to plan and evaluate public health services consistent with state mandates and public policy parameters. Oversees continuous quality improvement agency wide. Assures and measures District conformance with state public health standards and national accreditation requirements.

Oversees the preparation of and justifies the agency budget. Monitors and maintains revenues and expenditures within budget

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guidelines. Monitors cash flow to assure solvency and monitors the District's debt repayments. Implements cost-effective measures and uses resources and technology effectively to increase productivity.

Negotiates and manages contracts for services and agreements between the District and outside entities or consultants to provide public health services to or for community and private nonprofit and health care organizations. Assures grant and contract compliance.

Assists the Human Resources Manager and legal counsel in interpreting and applying collective bargaining agreements and personnel policies. Reviews, revises and authorizes consistent employment actions. Initiates, documents and implements disciplinary actions. Resolves and documents grievances and other sensitive personnel matters.

Assists the Human Resources Manager with the District's safety and risk management programs, to include identifying and assessing the risk of loss, selecting appropriate risk management techniques, monitoring and administering insurance coverage and claims.

Represents the District on/at national, state, county, community, and other committees/task forces, associations, and meetings. Serves on various District and other governmental management teams and related community-wide committees. Provides high-level public health expertise and perspective regarding a wide range of issues.

Responds to or supervises the resolution of the most sensitive or complex inquiries, complaints, emergencies or requests for information from other agencies and the public in a courteous manner.

THE COUNTY

Snohomish County is the third most populous county in Washington State and the fastest growing county in the Puget Sound in 2014. The total population was estimated to be 772,860 as of April 1, 2016, according to the Washington State Office of Financial Management.



EDUCATION & PROFESSIONAL EXPERIENCE

- Education: Bachelor's Degree from an accredited institution in public administration, public health, health services management or a closely related field. Master's degree from an accredited institution is preferred and may substitute for up to two years of the experience requirement.
- Experience: Ten years of progressively responsible experience in public health management or health services management/administration.
- Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES, CERTIFICATIONS AND OTHER

- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier.
- Washington State Patrol background check pursuant to RCW 43.43.830.

COMPENSATION

The salary range for the Administrator is \$118,884 to \$159,324 annually, with a comprehensive benefits package.

Placement in the salary range will be based on the selected candidate's experience and salary history.

TO BE CONSIDERED

Review the position posting at <http://www.snohd.org/About-Us/Human-Resources/Job-Opportunities>. Interested candidates can apply by submitting an application, cover letter and resume via mail or email as follows:

Snohomish Health District
Attn: Human Resources
3020 Rucker Ave., Suite 306
Everett, WA 98201 HRQuestions@snohd.org

The position opens on August 9, 2017, and will be open until filled. The first round of review will begin on August 25, 2017.

If you have questions about the opportunity, please feel free to contact Pam Aguilar at (425) 339-5210.

■ Snohomish Health District is an equal opportunity employer and all applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, age, marital status, disability, sexual orientation, political affiliations or any other non-merit factor. Reasonable accommodations will be made for persons with disabilities.