



# JEFFERSON COUNTY

## OREGON

# HEALTH DIRECTOR

**\$76,168 - \$86,174**

*Plus Excellent Benefits*

*Apply by*

**April 10, 2016**

*(First Review, Open Until Filled)*

***P*ROTHMAN**



## WHY APPLY?



Nestled in the heart of River Canyon Country, in central Oregon, Jefferson County's exceptional climate enables residents and visitors to enjoy a multitude of outdoor

activities, from water sports to golf and wine touring year round.

Jefferson County is looking for a leader who can strategically lead the County's Health Department while focusing on results and accountability. This is an excellent opportunity for an experienced public health professional to make a difference in a region that takes pride in its spectacular natural beauty and way of life. If you possess strong interpersonal and leadership skills and enjoy challenges, this is the right position for you!

## THE REGION

Jefferson County (pop. 22,445) is located in central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. Jefferson County's seven communities: Madras, Metolius, Culver, Warm Springs, Three Rivers, Camp Sherman and Crooked River Ranch are unique and share a common desire for a vibrant future. Jefferson County's largest city is Madras (pop. 6,265) and serves as the County seat and gateway to central Oregon's vast selection of outdoor recreational opportunities.

Jefferson County's low-humidity climate offers over 300 days of sunshine and only receives 13 inches of precipitation per year. Although the climate is dry, Jefferson County is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings.

The region offers an abundance of outdoor recreation opportunities. The Cove Palisades State park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Located within 70 miles are four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. The local area offers plenty of opportunities for hunting, hiking, fishing, camping and boating.

The community offers a hospital, library, community college branch campus, movie theater (5-plex), drag strip, circle track, skateboard facility and indoor aquatic center, plus a matrix of walking paths. Madras is located just 30 miles from Redmond which has a regional airport that offers daily departures to Seattle, Portland, Denver, Salt Lake City, Los Angeles, and San Francisco. Only 40 miles to the city of Bend makes it easy access to major shopping, specialized medical care and other amenities.



## THE COUNTY

Jefferson County is governed by a three-member Board of County Commissioners serving four-year terms. The Commissioner positions are non-partisan. The Board elects its own chairman on an annual basis. One Commissioner is up for election in 2016 and has filed for re-election. The other two Commissioners' terms will be on the ballot in 2018. The Commissioners have appointed a County Administrative Officer who coordinates the day-to-day activities of the organization and helps ensure compliance with County policy.

The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions and committees, and overseeing the operation of County departments with appointed department heads.

The County has an elected Assessor, Clerk, District Attorney, Sheriff, Surveyor and Treasurer. Other non-elected major departments (appointed department directors) include: Public Health, Buildings & Grounds, Community Development, Public Works, Juvenile Justice, and Adult Probation.



tion. Other appointed officials include the County Administrative Officer and County Counsel. The 2015 adopted budget was \$46 million and there are approximately 135 FTEs.

Jefferson County is in a strong financial position. The County ended FY 14-15 with a general fund cash reserve equal to 64% of operational revenue. The administrative structure of Jefferson County is used by other medium-sized counties in Oregon as a model of efficiency and effectiveness when they consider organizational change.



## THE DEPARTMENT

### MISSION:

*To Prevent disease and injury, To Promote wellness, and To Protect the personal, community, and environmental health of all people in Jefferson County.*

### VISION:

*To bring together our community to achieve good health for all, through partnership building, community involvement and collaboration.*

Jefferson County Public Health Department services include Healthy Communities Programs, Environmental Health, Emergency Preparedness, Oregon Mothers Care, Living Well Programs, and Clinical and Communicable Disease Programs. The Department employs 16 FTE's and has a total budget of \$5.5 million for 2016, of which \$1.5 million is Public Health and \$4 million is county subcontractors for mental health, addiction and developmental disabilities services.

## THE POSITION

Under the direction of the Jefferson County Board of Commissioners and the County Administrative Officer, the Jefferson County Health Administrator is responsible for County Public Health Department designated contracts, programs and staff. Jefferson County's Health Director must be familiar in the areas of contract management, public engagement, policy development across public health, maternal and child health, family planning, environmental health, addictions, mental health and developmental disabilities and other related areas in accordance with Oregon Statute and adopted standards of the Conference of Local Health Officials and needs particular to Jefferson County.

### Responsibilities include:

- Develops and recommends public health policies, operational methods and procedures; maintains current policy manuals and procedural guidelines; has current knowledge of public health law, rules, regulations and responsibilities.
- Plans, organizes, and directs the work of staff for efficient operation of the JCPHD (Jefferson County Public Health Department).
- Oversight and community engagement of County subcontractors for mental health, addiction and developmental disabilities services.
- Prepares and presents budgets adequate to meet the needs of the JCPHD programs and the community they serve.
- Demonstrates fiscal responsibility in the monitoring of funds available for public health services.
- Directs operational analysis, program development and evaluation, standards development and management information systems; gathers and reports statistical and financial information necessary for operational and program decision-making.
- Represents the County in community activities, to state and federal governments, and the Conference of Local Health Officials, the Central Oregon Health Council and their committees.
- Maintains communication with county governmental officials, the Health Officer, St. Charles Madras Hospital, community health and social service providers and behavioral providers.

- Holds the office of Registrar of Vital Statistics for Jefferson County.
- Represents the Board of Commissioners in the assurance of quality Emergency Services in accordance with the adopted Ambulance Service Area plan; prepares all meeting agendas and reports; provides technical assistance and consultation on plan content and requirements to all service providers, County Commissioners, affected agencies and the community; ensures that the plan is current and in compliance with all applicable statutes and rules.
- Promotes and maintains quality public health services; assures that state and federal government requirements are met; assures clients' rights to confidentiality, quality services, and respect as individual beings are met according to HIPAA regulations.
- Assures availability of resources for JCPHD staff reference and information.



### OPPORTUNITIES & CHALLENGES

**Changing State Regulations.** As state and federal requirements change, administrative procedures will have to be continually updated. Good coordination with local Central Oregon Counties will be essential.

**Community Outreach.** Creating a strategic and innovative community outreach program that will connect all of Jefferson County's population, not just small segments.

**Community Diversity and County Health Rankings.** The Let's Talk Diversity Coalition and Community Health Improvement Partnership are both Jefferson County groups that meet to focus on

ways to improve health disparities and social determinates of health factors that result in Jefferson County having one of the lowest county health rankings in the state.

**Limited Resources with a Committed and Dedicated Staff.** Providing the best possible services with limited resources will continue to be a challenge. JCPHD and other county health staff are committed to working together to create a high-functioning, cohesive health department that meets the needs of all residents.



### IDEAL CANDIDATE PROFILE

The ideal candidate will have been a public health director or senior manager, and will have had previous experience in an organization of comparable size. This individual will be capable of understanding Jefferson County's unique dynamic and have an appreciation for the ethnic diversity of the County. Candidates must be willing to help set up new administrative procedures with the ever increasing complexity of state and federal requirements, and should have a history of progressive, proactive, and innovative program development, as well as a track record of successful follow-through and implementation with proven results.

The competitive candidate will be outgoing, and exhibit an open and approachable communication style. Further, the new Director will be a good listener who interacts well with personnel throughout all levels of the organization in a consistent manner, and will be able to speak well in front of small groups. The candidate will have sound values and promote teamwork and cooperation, as well as the ability to take the organization to the next level of efficiency.

The ideal Health Director will be familiar with contract management and grant management, and should be able to build and nurture relationships within the community and with regional partners, and local and state agencies. It is imperative that the new Director is able to leverage county and community assets with limited supply, and work with the state to increase funding for Jefferson County.

It is ideal that the new Health Director is committed to staying in the community, and has a desire to integrate and bring innovative ideas for providing healthcare services to the community.

### EDUCATION AND EXPERIENCE

This position requires a master's degree from an accredited college or university in areas of public health, human services or public administration is preferred, with at least five (5) years of progressively responsible experience in a public health and/or human services organization, and three (3) years of supervisory experience; or any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. Experience in working with community system development to improve coordination and integration services across a county or region, policy development and

analysis, utilizing data in decision making, planning and quality improvement programming, preparing and monitoring budgets, and with state or federal grants is highly preferred. Candidates must have or be able to obtain an Oregon State Driver License by time of hire, and be willing to become a county resident within 12 months of employment.

### COMPENSATION & BENEFITS

- **\$76,168 - \$86,174 DOQ**
- Medical, vision and dental coverage (current employee cost share for family coverage is \$80/month)
- Health Savings Account employer contribution (up to \$1,500/year depending on coverage level selected)
- Vacation
- Sick leave
- 11 Holidays
- Cell phone allowance
- Wellness program contribution
- Oregon PERS Retirement (employer currently pays the 6%)
- 457 Deferred Comp Plan Available

**[www.co.jefferson.or.us](http://www.co.jefferson.or.us)**

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 10, 2016** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



**[www.prothman.com](http://www.prothman.com)**

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Issaquah, WA 98027  
206.368.0050

## Jefferson County

## Position Description

Position: <b>Health Administrator (Public Health Department Director)</b>	FLSA: <b>Exempt</b>
Department: <b>Public Health</b>	Salary Grade: <b>Grade 31</b>
<b>Non Bargaining Unit</b>	Status: <b>Full Time</b>

### Summary

Under the direction of the Jefferson County Board of Commissioners and the County Administrative Officer, the Health Administrator is responsible for the overall operation and efficiency of the Health Department. This position is responsible for County Public Health Department designated contracts, programs and staff. Additional responsibilities include contract oversight and community engagement of County subcontractors for Addictions and Mental Health plus Developmental Disabilities. This is professional work using expertise and knowledge in the areas of contract management, public engagement; policy development across public health, maternal and child health, family planning, environmental health, addictions, behavioral health, mental health and developmental disabilities and other related areas in accordance with Oregon Statute and adopted standards of the Conference of Local Health Officials and needs particular to Jefferson County.

### Distinguishing Characteristics

The Health Administrator is appointed by the Jefferson County Board of Commissioners to administer programs under the county's Local Public Health Authority and the Local Mental Health Authority from the Oregon Health Authority (OHA)-Public Health Division for enforcing applicable state and local public health, environmental laws and rules, OHA rules and statutes regarding mental health and addiction services, and DHS rules governing DD services.

### Essential Duties and Responsibilities

- Develops and recommends public health policies, operational methods and procedures; maintains current policy manuals and procedural guidelines; has current knowledge of public health law, rules, regulations and responsibilities.
- Plans, organizes, and directs the work of staff for efficient operation of the JCPHD (Jefferson County Public Health Dept.).
- Prepares and presents budgets adequate to meet the needs of the JCPHD programs and the community they serve.
- Demonstrates fiscal responsibility in the monitoring of funds available for public health services.
- Directs operational analysis, program development and evaluation, standards development and management information systems; gathers and reports statistical and financial information necessary for operational and program decision-making.
- Provides leadership within the local jurisdiction for overall local health planning and needs assessment; completes annual local health plan; has knowledge of available resources.

- Represents the county in community activities, to state and federal governments, and the Conference of Local Health Officials, the Central Oregon Health Council and their committees.
- Represents the JCPHD to community groups, regional groups other agencies and the media.
- Maintains communication with county governmental officials, the Health Officer, St Charles Madras Hospital, community health and social service providers and behavioral providers.
- Holds the office of Registrar of Vital Statistics for Jefferson County.
- Represents the Board of Commissioners in the assurance of quality Emergency Services in accordance with the adopted Ambulance Service Area plan; prepares all meeting agendas and reports; provides technical assistance and consultation on plan content and requirements to all service providers, County Commissioners, affected agencies and the community; ensures that the plan is current and in compliance with all applicable statutes and rules.
- Promotes and maintains quality Public Health services; assures that state and federal government requirements are met; assures clients' rights to confidentiality, quality services, and respect as individual beings are met according to HIPAA regulations.
- May have other responsibilities as assigned by the County Board of Commissioners.
- Maintains general supervisory role in all Public Health program areas.
- Assures training of staff and volunteers in appropriate techniques and methodologies.
- Delegates responsibilities to JCPHD staff members appropriately.
- Maintains current program guidelines and standing orders approved by Health Officer.
- Assures availability of resources for JCPHD staff reference and information.
- Keeps current on trends, attitudes and practices for the assurance of quality services.
- Has appropriate information available to clients and community at large.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objective of the position.
- Supports quality improvement and performance management capacities and systems in the region.
- Assists in compliance with a wide range of laws, rules, grant requirements and reporting responsibilities.
- Prepares reports and recommendations regarding current activities, accomplishments, problems, and future community needs for contractors and the county programs.
- Monitors the financial and programmatic performance of County subcontractors for the services of Addictions and Mental Health and Developmental Disabilities.
- Communicates effectively with subcontracted staff, stakeholders and community leaders.
- Staff the Jefferson County Community Health and Social Services Advisory Committee.

## **Qualifications**

### **▪ Knowledge and Skills**

Special knowledge of Federal, State and the local policies, laws and rules that affect the Public Health Department as well as Addictions, Mental Health and Developmental Disabilities programs under subcontract with the county.

### **▪ Abilities**

Ability to work collaboratively with the public, community stakeholders, internal customers, external customers and other professionals in a stressful and demanding environment. The ability to lead others and act as a role model to implement effective teamwork in a human



service setting. The ability to communicate effectively. Must have the ability to present information of a technical nature to a non-technical audience. The ability to delegate and organize work. The ability to supervise others and assist them to understand and work toward the goals and objectives established in each program area. Must be able to pass a criminal background check.

#### ▪ **Physical Abilities**

The ability to sit at a computer screen using rapid finger, hand and arm movement. The ability to speak and listen effectively. The ability to walk, stand, bend, stoop and kneel on occasion. The ability to lift, push or pull greater than 30 lbs when necessary.

#### ▪ **Education and Experience**

A Master's degree from an accredited college or university in public health, administration, public administration, behavioral or social science or related field and five years of responsible experience in public health or health services field with a minimum of three years' supervisory experience.

- Experience in working with community system development to improve the coordination and integration services across a county or regional system.
- Experience in policy development and policy analysis.
- Experience in utilizing data in decision making around program improvement.
- Experience in planning and quality improvement programming.
- Experience in preparing and monitoring budgets.
- Experience with state or federal grants and grants from other organizations.

Or, any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

#### ▪ **Licenses and Certificates**

A valid Oregon Driver's License with an acceptable driving record. A current professional license, if eligible.

#### ▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials. Ability to work evenings and weekends as necessary and travel when required. Must have access to reliable transportation and cell phone.

#### ▪ **Residency Requirement**

Required to become a county resident within 12 months of employment and maintain residency as a condition of employment.

#### ▪ **Probationary Requirement**

This position is based on the successful completion of a twelve-month probationary period.



**Modified on:**

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**Employee Signature**

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**Date Signed**

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**Supervisor Signature**

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**Date Signed**