



LEWIS COUNTY

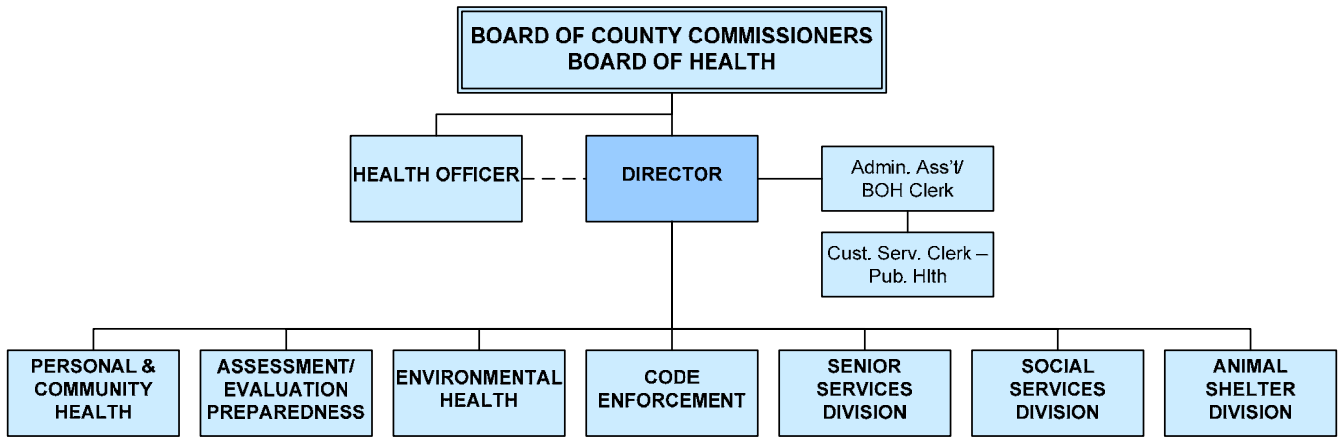
LEWIS COUNTY, WASHINGTON PUBLIC HEALTH & SOCIAL SERVICES DIRECTOR

\$77,000 - \$104,000
PLUS EXCELLENT BENEFITS

APPLY BY
JUNE 7, 2009
(FIRST REVIEW, OPEN UNTIL FILLED)

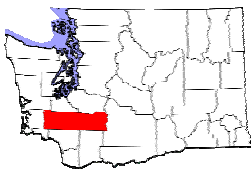
PROTHMAN





LEWIS COUNTY
Public Health & Social Services Department
 2009 Total FTE's – 51.23

THE REGION



Lewis County is located in southwestern Washington, halfway between Seattle and Portland, Oregon, on Interstate 5. Only an hour and a half to either major

city, and a one-hour drive west to the Pacific Ocean, residents of Lewis County have quick and easy access to many cultural activities, fairs, concerts, entertainment options, and a wide assortment of annual events.

Lewis County also offers an abundance of outdoor recreational resources and the area is considered one of the Northwest's best outdoor playgrounds. Among the many activities available, you will find great fishing, hiking, camping, boating, mountain climbing, and skiing. Approximately one-third of Lewis County is national forest and includes portions of Mount Baker-Snoqualmie, Gifford Pinchot national forest, and the Mt. Rainier National Park, as well as the William Douglas, Tatoosh and Goat Rocks wilderness areas.

The climate in Lewis County is generally moderate with warm, dry summers and mild winters. The County is made up of two larger "twin" cities, Centralia and Chehalis, and several smaller cities and towns. Lewis County offers excellent livability, a quality school system, and a relatively low cost of living.

THE COUNTY

"To preserve and enhance the quality of life in Lewis County through government leadership, service, education, and administration."

Established in 1845 by the Oregon Territory Provisional Legislature, Lewis County was named for Meriwether Lewis of the Lewis and Clark expedition. The County is 2,408 square miles in size and has an estimated population of 71,539. The county seat is located in historic Chehalis, the County's second largest city, and is the headquarters for the Public Health & Social Services Department.

The Board of County Commissioners, who also serve as the Board of Health, is the County's legislative authority and the Commissioners serve as the chief administrators for county operations. The three County Commissioners are elected to four-year terms.

Five department heads report directly to the Board of Commissioners: Budget/Fiscal, Community Development, Public Works, Central Services, and Public Health & Social Services.

The County General Fund budget for 2009 is \$36,456,274 million, with an overall budget of \$114,716,518 million. There are approximately 598 FTE's for all departments of the County.

THE DEPARTMENT



The Department's mission is to protect and promote the health of all citizens of Lewis County. This mission is accomplished in partnership with multiple community agencies and groups within Lewis County since all members have a stake in protecting and promoting their own health as well as the health of their families and neighborhoods.

The Department consists of seven major divisions: the Personal & Community Health Division, the Assessment/Evaluation Preparedness Division, the Environmental Health Division, the Code Enforcement Division, the Senior Services Division, the Social Services Division, and the Animal Shelter Division.

Major programs and functions:

- Programs in the Community Health Division include: Communicable Disease; HIV & AIDS Prevention & Case Management; Immunizations; Maternal and Child Health; Tuberculosis Program; Women, Infants & Children Program
- The Environmental Health Division carries out the following activities: Food Safety; Septic Program; Drinking Water & Recreational Water Program; Drinking Water Lab; Solid & Hazardous Waste Program.
- The Code Compliance Division is responsible for responding to code violation complaints. Examples of violations handled include building, septic, water, land use, hulk vehicles, solid and hazardous waste.

- The County offers several programs for its senior citizens, including: Senior Transportation, Meals on Wheels, and Senior Recreation.
- Social Services coordinates state funding for local agencies providing services that include: Alcohol & Substance Abuse Treatment Programs; Alcohol & Substance Abuse Prevention Programs; Birth-to-Three services for children with Developmental Disabilities; Employment programs for adults with Developmental Disabilities; Recreation Programs for adults with Developmental Disabilities; Methamphetamine Safety Education; Tobacco Prevention; Lewis County DUI Traffic Safety Task Force; Oral Health and Dental Sealant Program; Homeless/Housing Programs
- Assessment and evaluation to assure understanding of health issues and document effectiveness of programs
- Providing an animal shelter
- Other services provided by the Department include obtaining birth/death certificates, offering food worker classes, issuing of food establishment permits, and temporary food permits

THE POSITION

Reporting to the Board of Commissioners, the Director is responsible for ensuring the effective coordination of programs and strategies required to protect and improve the health and social services needs of Lewis County residents. The Director also acts as the Administrator for the County Board of Health per state law. The Director supervises six Managers and an Administrative Assistant in the areas of Community Health, Environmental Health, Public Health Planning, Code Enforcement, Senior Services, Social Services, and Animal Shelter. The Department has just over 51 FTE's and a budget for 2009 of \$7,765,986. Of the total budget, about 18% comes from current expense and the remainder from grants and other funding sources.

Responsibilities of the Director of Public Health & Social Services include:

- Develops and implements Public Health & Social Services Department strategies and goals to meet County objectives. Ensures that Department's activities are in compliance with all applicable local, state, and federal laws, policies, and regulations. Also ensures compliance with Washington State Department of Health Consolidated Contracts for local public health services funding.
- Directs Public Health and Social Services Department operations through effective supervision and delegation of work to the six Managers and Divisions in the Department.
- Provides reports and presentations on a regular basis to the Board of Commissioners and Board of Health and maintains immediate communication with the Board in the event of emergency health situations and response strategies.
- Monitors and evaluates County public health and social service trends. Develops recommended short and long term strategies to address trends.
- Serves as public health and social services advisor and representative of the County to various regional groups, state and federal agencies.
- Works closely and communicates with the County's Health Officer in responding to medical related incidents and issues.
- Establishes and communicates countywide public health protocols, environmental protection issues, and regulatory enforcement standards.
- Assures that the Department is familiar with current Federal, State and County laws, codes, rules and regulations governing public health and social services, including Centers for Disease Control (CDC) guidelines.
- Works closely with the County's Budget/Fiscal Department to develop and monitor the annual budget, grants, and other funding sources that assures compliance with funding guidelines and deadlines.
- Serves as spokesperson for the County to the media and general public on matters relating to public health.

The current Director of Public Health and Social Services, Kathleen Eussen, is retiring, having served the County for ten years.

CURRENT ISSUES & CHALLENGES

- The new Director will need to provide leadership to help elected officials, community leaders, and staff to clearly identify the role for public health in Lewis County in the 21st century and then reflect that change in the department while meeting state and federal public health performance standards and down the road certification.
- Lewis County, like many counties, is facing significant budget challenges. The new Director will be expected to be creative, be efficient, explore potential partnerships, and will need to manage expectations within budget constraints. Due to heavy reliance on state and federal funding, grants, and other outside resources, the new Director will need to be knowledgeable about funding agencies and work closely with the Board of Commissioners and the County Budget/Fiscal Department in managing the Department's annual budget, grants, and other outside funding.
- Lewis County encompasses a geographic area with large rural areas which create challenges of addressing service needs in the more remote areas of the County. The County is facing significant changes in demographics; currently in one in four births, either one or both parents are Hispanic, as well as a gradually increasing older population. Currently 23% are over 60 years of age.

THE IDEAL CANDIDATE

The ideal candidate will have a successful public health and/or social services background as a director or senior manager, and will have had previous experience in an organization recognized for excellent customer service, resourcefulness, and continuous improvement. This individual will be capable of making tough decisions in a timely manner when required. Candidates should have a history of progressive, proactive, and

innovative program development, as well as a track record of successful follow-through and implementation.

The new Director should lead by example, demonstrate personal and professional integrity beyond reproach, and communicate a sense of vision backed by specific goals and objectives with a plan to achieve these goals and with measured success. He/She will have experience maintaining supportive and effective relationships with elected officials and community leaders. The new Director should be approachable and informal, but confident and proven in their ability to clearly and effectively communicate information and issues on behalf of the Department.

The new Director will also need the ability to work with a diverse population, be a good listener, and understand different points of views on matters of public health and social services throughout the County. He/She will also be skilled in the areas of written and oral communication and be able explain rules, regulations, policies, and the County's response to public health problems and emergencies to a wide-ranging audience including the media. The candidate will also have experience with governmental budgeting and grant funding management.

The successful candidate will be politically astute and demonstrate an unquestionable sense of integrity, honesty, and commitment to the County. Further, the new Director will be a good listener who interacts well with personnel throughout all levels of the organization in a consistent manner. The candidate will have sound values, promote teamwork and cooperation, as well as the ability to take the organization to the next level of efficiency. The

preferred candidate will be team-oriented, have a flexible "can-do" attitude, and a sense of humor.

EDUCATION & EXPERIENCE

Qualified candidates must have a bachelor's degree in Public Health, Environmental Science, Nursing, or related science field, and seven years professional experience in public health and social services programs, including two years management experience. A master's degree is preferred. A record of continuing education and training is also highly desired.

COMPENSATION

- **\$77,000 - \$104,000**
- Choice of 6 medical plans through the Washington Counties Insurance Fund (WCIF)
- Dental and vision care premium paid 100% for employee and dependents
- \$12,000 paid life insurance (Additional life insurance available)
- Long Term Disability Insurance and Short Term Health & Accident Insurance
- Washington State PERS Retirement
- Voluntary Washington State and private insurance company Deferred Compensation Programs
- 12 (8.5 hours per month) days per year vacation
- 10 Days Administrative leave time
- 8 hours per month sick leave accrual
- 10 paid holidays plus 1 personal day
- Relocation assistance is negotiable

*For more information about
Lewis County, please visit:
www.lewiscountywa.gov*

*Lewis County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 7, 2009** (first review, open until filled). To apply, please send a letter of interest, resume, completed application and answers to the supplemental questions to Prothman via email at humanresources@prothman.com or by mail. The application form and the supplemental questions can be found at www.prothman.com.*



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