



Tillamook County  
**Community  
Health Centers**  
30 years as a Federally Qualified Health Center



**Oregon**

# **HEALTH AND HUMAN SERVICES ADMINISTRATOR**

## **\$111,084 - \$146,184**

Apply by  
**April 26, 2026**  
(First Review, Open Until Filled)

**PROTHMAN**



## THE COMMUNITY



Tillamook County, nestled along the Oregon Coast, is a place of unparalleled natural beauty where forests meet the Pacific Ocean and the warmth of tight-knit communities, local markets, and culinary and cultural opportunities create a welcoming atmosphere. Home to 27,748 residents and visited by approximately 3.2 million visitors each year, the region is one of Oregon's most diverse coastal destinations with its breathtaking coastline, lush forests, and pristine rivers. The County offers four adventure-filled seasons of world-class hiking, beachcombing, fishing, seafood harvesting, and surfing, along with many other recreational activities. The area offers a wide range of culinary options, from seafood to locally sourced meats and produce. The County is home to numerous famous attractions including the Three Capes Scenic Loop, Oswald West State Park, North Coast Food Trail, and the Oregon Coast Scenic Railway. Tillamook is also the home of world-famous Tillamook Creamery, and the dairy, agricultural and fishing industries are major contributors to the local economy. Tillamook County residents enjoy a relaxed coastal lifestyle with thriving communities, excellent schools, local healthcare, and a strong sense of community.



## THE COUNTY

Tillamook County was organized in 1853 as a General Law County when the Territorial Legislature approved an act creating the new county from portions of Clatsop, Yamhill and Polk Counties. Tillamook County was named after the Tillamook Indians who occupied the areas around the Tillamook and Nehalem Bays.

Tillamook County is governed by a three-member Board of Commissioners who are elected to four-year staggered terms. The Board elects a chair at the beginning of the calendar year, who serves until January of the following year.

The Commissioners are active at state and federal levels representing the concerns and interests of the County. Other elected officials of the County include sheriff, clerk, assessor, treasurer, district attorney and justice of the peace. Operating on a 2025–2026 budget of \$179,171,763, Tillamook County has a workforce of approximately 260 employees represented by three bargaining units.

The County operates with 22 departments, including Assessment & Taxation, Board of County Commissioners, Clerk's Office, Community Development, District Attorney's Office, Emergency Management, Facilities Services, Health & Human Services, Human Resources, Information Services, Justice Court, Juvenile, Library, Parks, Public Works, Sheriff's Office (including Parole and Probation and Community Corrections), Solid Waste, Surveyor's Office, Treasurer's Office, and Veterans' Services.



## THE HEALTH DEPARTMENT

The Tillamook County Community Health Center serves as a primary community health provider and safety-net clinic for residents across Tillamook County. Operating as a Federally Qualified Health Center (FQHC), the department’s mission is to promote and protect the health of all people in the community by ensuring access to high-quality, affordable health care regardless of a patient’s ability to pay. Services are offered through a sliding fee scale and a mix of public and private insurance programs to reduce barriers to care and support the health of underserved populations.

The department provides a comprehensive set of integrated clinical and public health services. Core service areas include primary medical care, behavioral health, dental services, contract pharmacy, and public health programs such as prevention services, vaccinations, maternal and child health initiatives, and community health education. These services are delivered through a coordinated care model designed to address the full spectrum of patient needs, from preventive care and chronic disease management to mental health support and population-level health programs.



Clinical services are delivered through an accredited Patient-Centered Primary Care Home model, which emphasizes coordinated, team-based care. Providers work alongside medical assistants, care coordinators, interpreters, and support staff to ensure patients receive accessible, continuous, and culturally responsive care. This model supports improved health outcomes by helping patients navigate the health system and connecting them with appropriate services and community resources.

The department employs 68.4 full-time equivalent staff and operates with a 2026 budget of approximately \$17 million. Through its clinical operations and community health programs, the department provides direct clinical services to more than 6,500 patients annually while also reaching many additional residents through public health outreach, prevention programs, and partnerships. Together, these services position the Tillamook County Community Health Center as a central component of the County’s health care and public health infrastructure.

To learn more about the Tillamook County Community Health Center, please visit [www.tillamookchc.org](http://www.tillamookchc.org)



## THE POSITION

The Health and Human Services Administrator serves as the County's senior executive responsible for the leadership, administration, and performance of public health and community health services. Reporting to the Board of County Commissioners and working in partnership with the Community Health Council, the Administrator oversees the planning and delivery of prevention, primary care, behavioral health, and dental services to improve the health of County residents.

The position also serves as the County's Public Health Administrator, ADA Administrator, and Executive Director of the Federally Qualified Health Center (FQHC), ensuring alignment between clinical services, population health initiatives, and regulatory compliance. The Administrator provides executive oversight of clinical and public health operations, including medical, dental, behavioral health, pharmacy, and community health programs.

The Administrator directs a department of approximately 100 employees and contractors through a team of senior leaders and manages an annual operating budget of approximately \$17 million. The role includes responsibility for strategic planning, fiscal management, departmental policy, and maintaining quality standards while coordinating partnerships and representing County health services before the Health Council, Board of Commissioners, partner agencies, and the public.

For the complete job description and responsibilities, please view the attachment found [here](#).



## OPPORTUNITIES & PRIORITIES

**Departmental Integration and Organizational Stability:** The Administrator has a high-impact opportunity to stabilize and unify a complex, community-facing department that functions as both a federally qualified health center (FQHC) and the local public health authority. Success will require setting a consistent leadership cadence across divisions, strengthening cross-site collaboration, and ensuring teams in clinical, behavioral health, dental, public health, and community programs operate as one coordinated system while maintaining service quality and staff engagement.

**Financial Sustainability and Healthcare System Changes:** One central challenge and opportunity is financial sustainability in a rapidly changing healthcare landscape. The Administrator must prepare the organization for major Medicaid/Medicare reimbursement and regulatory shifts while improving operational performance including visit productivity, billing standards, and transparency in budgeting/accounting, so patient access, provider well-being, and long-term solvency are balanced without compromising care.

**Complex Governance and Stakeholder Alignment:** Governance and stakeholder management are uniquely complex: the Administrator effectively has multiple governing authorities, operating within a co-applicant model that requires alignment between county leadership and the community health council/board. Navigating changing commissioners, educating partners on FQHC and public health requirements, and negotiating fair support, including indirect cost arrangements and shared services, will be essential - especially as funding tightens and legal/compliance interpretations increasingly shape decisions.

**Modernization, Partnerships, and Community Leadership:** The Administrator can accelerate modernization by leveraging technology such as patient portals/virtual visits and documentation tools), optimizing integrated service models, and building partnerships to expand access to specialty care in a rural setting. At the same time, the position demands visible, trusted community leadership, communicating clearly during crises, serving as the public face of County health services and convening coalitions and grant-funded initiatives that address community needs across individual, community, and systems levels.

## THE IDEAL CANDIDATE

### Education & Experience:

A master's degree in public health, public administration, health care management, health care administration, or a closely related field is required; six (6) years of equivalent professional experience may substitute for the degree. Candidates must have at least four (4) years of leadership experience overseeing public health or primary care programs, or an equivalent combination of education and experience.

Experience with Federally Qualified Health Center (FQHC) operations, healthcare administration in governmental or nonprofit settings, and proficiency in negotiation, mediation, and facilitation are highly desirable.



### Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of Federally Qualified Health Center leadership requirements, including HRSA Health Center Program expectations, co-applicant governance structures, UDS and PPS reporting, sliding fee scale administration, and regulatory compliance.
- Knowledge of public health systems, including state and county public health structures, funding streams, modernization initiatives, emergency preparedness, and population health strategies.
- Skill in financial stewardship, including budgeting, revenue cycle awareness, readiness for reimbursement changes, productivity standards, and maintaining transparency and accountability in financial management.
- Ability to develop and manage grant strategies, including grant writing, monitoring and reporting requirements, tracking deliverables, and ensuring full compliance with funding conditions.



- Executive-level leadership skills with the ability to lead through change, reduce organizational silos, coach and develop managers, and build a cohesive and unified organizational culture.
- Skill in stakeholder and board engagement, including diplomacy, consensus building, facilitation of complex discussions, and navigating environments with multiple governing authorities.
- Knowledge of regulatory interpretation and risk management, including the ability to analyze laws and regulations and translate requirements into sound operational decisions.
- Skill in strategic communication and public information delivery, including maintaining composure under pressure, engaging effectively with media platforms such as radio or livestream formats, and delivering clear, confident messaging.
- Ability to develop and sustain strategic partnerships, including collaboration with both competitors and partners, fostering specialty care relationships, and leading community coalitions.
- Knowledge of innovation and technology enablement in healthcare settings, including telehealth and virtual access models, electronic health record optimization, and workflow improvement tools.



## COMPENSATION & BENEFITS

- **Salary: \$111,084 – \$146,184 DOQ**
- **Comprehensive Healthcare Coverage:** Medical, dental, and vision coverage through Regence with a choice of Delta Dental or Willamette Dental. Includes prescription coverage and access to telehealth and wellness programs. A Health Reimbursement Arrangement (HRA VEBA) provides \$165/month tax-free for eligible healthcare expenses such as copays, prescriptions, and vision costs.
- **Retirement Benefits:** Participation in the Oregon Public Employees Retirement System (PERS) with a mandatory 6% employee contribution and employer contributions set by the state. Optional 457(b) deferred compensation plans are also available through Nationwide or Voya for additional retirement savings.
- **Vacation:** 13 days per year, increasing to 15 days after five years of service.
- **Sick Leave:** Accrues at 8 hours per month.
- **Holidays:** 12 paid holidays annually.
- **Personal Days:** 3 paid personal days annually.
- **Income Protection & Life Insurance:** County-paid \$50,000 life insurance and \$50,000 AD&D coverage, along with long-term disability coverage replacing 60% of eligible wages. Employees may choose additional voluntary life and supplemental insurance options.
- **Flexible Spending Accounts:** Pre-tax healthcare and dependent care FSAs available to help manage eligible medical and childcare expenses.

- **Wellness & Support Programs:** Access to wellness incentives, virtual care through MDLive, musculoskeletal support through Hinge Health, and a comprehensive Employee Assistance Program (EAP) providing counseling, financial coaching, legal consultations, and family support resources.
- **Relocation Assistance:** Up to \$5,000 in reimbursable moving expenses with receipts.
- **Work Flexibility:** Primarily onsite role with limited hybrid flexibility available for specific circumstances such as severe weather, illness, or relocation transition.



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**To learn more about Tillamook County and the Community Health Center, please visit:**

**[www.tillamookcounty.gov](http://www.tillamookcounty.gov)**

**[www.tillamookchc.org](http://www.tillamookchc.org)**

The Tillamook County Community Health Center is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 26, 2026** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Tillamook County Community Health Center, OR – Health and Human Services Administrator**", and click "**Apply Online**", or click [here](#). 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.

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