



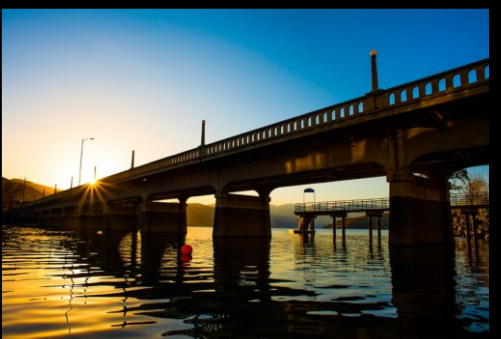
Washington

HEALTH ADMINISTRATOR

\$150,000 - \$165,000

Apply by
August 30, 2026
(First Review, Open Until Filled.)

***P*ROTHMAN**



THE COMMUNITY



The Wenatchee Valley enjoys an abundance of recreational opportunities surrounded by the natural beauty of the Cascade Mountains, the Columbia River, and more than its fair share of sunshine.

The area is thriving, evident in its steady population growth and strong, diverse economy. Its natural beauty and recreational opportunities are among the primary reasons people come to visit and choose to live here.

Residents and visitors enjoy the Apple Capital Recreation Loop Trail, a paved 26-mile pedestrian and bicycle path that meanders along the banks of the Columbia River and crosses the river at two points, connecting East Wenatchee and Wenatchee. Hikers, mountain bikers, runners, snowmobilers, and equestrians also enjoy an extensive array of trails covering more than 2,600 acres. Just 12 miles from downtown Wenatchee, Mission Ridge Ski Area offers a 2,250-foot vertical drop, 2,000 acres of terrain, and breathtaking views of the surrounding region.



With an urban area of approximately 80,000 people, the Wenatchee Valley offers a balance of larger-city amenities and the relaxed, friendly environment of a smaller community. Powered by clean, renewable hydropower, the region benefits from low-cost electricity and irrigation that supports its prolific orchards, vineyards, and farms. The local wine industry has also grown significantly, with more than 70 wineries and tasting rooms offering award-winning wines throughout the region.



Along the growing waterfront is Pybus Public Market, a community gathering place with a riverfront event facility and the permanent home of the local farmers market. Its amenities include live entertainment and events, artisan products, specialty shops, restaurants, local wines, handcrafted beers, and bicycle rentals. Nearby, historic downtown Wenatchee and nationally recognized Wenatchee Avenue are home to numerous locally owned businesses, restaurants, services, and specialty retailers, all connected to the waterfront by a pedestrian bridge.

The region treasures its performing and visual arts, which reflect the Wenatchee Valley's cultural diversity and history. The Wenatchee Valley Museum and Cultural Center features exhibits on the Native Peoples of the Columbia Plateau, the Great Northern Railway, the region's apple industry, and the first nonstop trans-Pacific flight from Misawa, Japan, to East Wenatchee in 1931. Rotating exhibits, art walks, and children's activities provide year-round opportunities for residents and visitors. The Town Toyota Center, home to the Wenatchee Wild hockey team, hosts entertainment, ice skating, sporting events, and community activities throughout the year.

The Wenatchee Valley serves as a growing regional hub for more than 250,000 people across North Central Washington. The region remains closely connected to the Seattle metropolitan area, approximately a two-and-a-half-hour drive or a short flight across the Cascade Range. Spokane and the Tri-Cities are also within approximately two and a half hours, placing much of Washington within a morning's trip.

THE HEALTH DISTRICT

The Chelan-Douglas Health District is the local public health agency serving residents and communities throughout Chelan and Douglas Counties. One of three multi-county health districts in Washington State, CDHD works to protect and improve individual and community health through health promotion and the prevention of disease and injury. Its work is grounded in prevention, collaboration, population-based services, health equity, accountability, continuous improvement, and public education. The District operates with approximately 45 FTEs and an adopted 2026 program expense budget of approximately \$7 million.



The District is governed by a 12-member Board of Health composed of county and city elected officials and appointed community representatives. The Board establishes policies and regulations that protect and promote public health throughout Chelan and Douglas Counties.

Chelan-Douglas Health District provides a broad range of programs and regulatory services through Community and Family Health, Environmental Health, Communicable Disease and Epidemiology, Emergency Preparedness, Communications, Administration, and Vital Statistics. Services include disease surveillance and investigation, immunizations, WIC nutrition services, the Nurse-Family Partnership program, maternal and child health, chronic disease and injury prevention, food safety and restaurant inspections, oversight of pools and onsite septic systems, drinking-water and solid-waste regulation, emergency preparedness, community health assessment, and the issuance of birth and death certificates.



The District also plays an important regional role. Its epidemiology, assessment, and emergency preparedness work brings together public health agencies, healthcare providers, emergency management organizations, hospitals, schools, local governments, community-based organizations, tribal partners, long-term care facilities, and other regional organizations. These partnerships support coordinated responses to communicable disease, emergencies, health disparities, and other needs that cross jurisdictional boundaries.

CDHD is continuing to modernize its public health systems, strengthen long-term community and regional partnerships, and expand the use of data and evidence-based programs to address changing health needs. Through this work, the District seeks to provide responsive, high-quality public health services while building healthier and more resilient communities across the two-county service area.



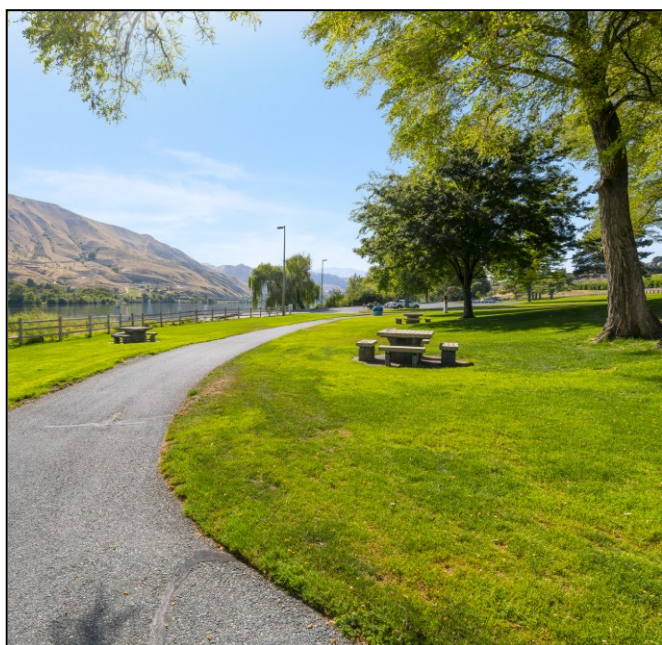
THE POSITION

Reporting directly to the Chelan-Douglas Board of Health, the Health Administrator serves as the District's chief administrative leader and is responsible for implementing Board policies and priorities. The Administrator provides organizational direction, oversees District operations and public health services, and works in partnership with the appointed Health Officer to ensure compliance with applicable public health laws and regulations.

The Administrator supports the Board by providing clear and timely information regarding finances, programs, emerging public health issues, and organizational needs. The position leads the District's management team, guides budgeting and financial administration, oversees grants and contracts, supports personnel and labor relations, and develops the policies, systems, and organizational capacity needed to provide effective services.

As a visible representative of the District, the Administrator builds relationships with residents, local governments, healthcare providers, community organizations, state agencies, and regional public health partners. The position also communicates with the public and media, represents the District before governmental and professional organizations, and helps maintain community confidence in the District and its work.

To view the full job description, please see the attachment provided [here](#).



OPPORTUNITIES AND PRIORITIES

Organizational Culture and Trust: The next Administrator will have an immediate opportunity to strengthen trust, communication, and alignment throughout the organization. Employees will benefit from an experienced leader who is visible, consistent, and willing to listen while also providing clear direction and accountability. The Administrator will help establish shared expectations, support effective working relationships, recognize employee expertise, and build a positive culture that allows individuals and teams to perform at their best.

Financial Sustainability and Resource Alignment: Public health agencies are navigating an evolving funding landscape, with new opportunities emerging alongside shifting state priorities and grant structures. The Administrator will work with the Board and leadership team to evaluate programs, align staffing and services with available resources, maintain transparent financial information, and pursue diversified and sustainable funding. Strong fiscal analysis and clear communication will be needed to help the Board understand available choices and their operational and community impacts.

Community Connection and Public Confidence: The District's ability to protect public health depends in part on the confidence and participation of the communities it serves. The next Administrator will have an opportunity to strengthen the District's presence throughout Chelan and Douglas Counties, listen to community concerns, communicate openly, and build relationships with residents and organizations that may not have historically felt connected to the District. This work will require cultural awareness, strong presentation skills, responsiveness, and a willingness to engage directly with differing viewpoints.

Operational and Organizational Capacity: The Administrator will guide the systems, facilities, policies, technology, workforce planning, and administrative practices needed to support effective service delivery. This includes evaluating internal processes, strengthening organizational continuity, supporting leadership development and succession planning, and ensuring that employees have the tools and structure necessary to carry out the District's work.

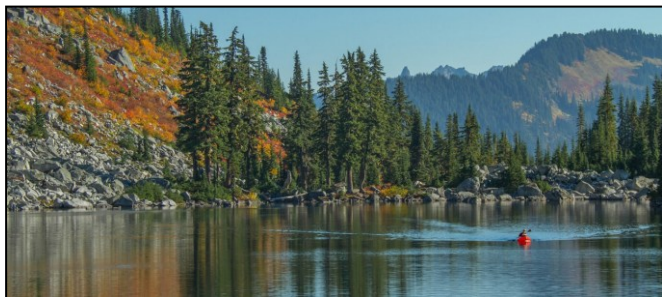
THE IDEAL CANDIDATE

The Chelan-Douglas Health District is seeking an experienced organizational leader who understands the importance of public health but does not necessarily come from a traditional governmental public health career path. Experience may be gained in public health, healthcare administration, public administration, nonprofit health services, or another similarly complex public- or private-sector organization. The successful candidate will bring experience leading employees, managing organizational operations and facilities, administering financial resources, and working with a governing board or elected officials.

The ideal candidate will be a thoughtful and visible leader who can strengthen workplace culture, establish clear expectations, encourage accountability, and build confidence throughout the organization. This individual will respect the knowledge and professional expertise of employees while providing the structure, communication, and follow-through needed to move the District forward. The ability to approach difficult conversations with maturity, humility, curiosity, and sound judgment will be essential.

Financial acumen will be essential in navigating a dynamic funding environment and ensuring the District's continued fiscal health. The successful candidate will understand budgeting, grants, contracts, financial reporting, and organizational planning and will be able to explain financial realities and available options clearly to the Board, employees, funding partners, and the community.

The successful candidate will value collaboration without avoiding difficult decisions. This individual will work effectively with the Board of Health, Health Officer, employees, labor representatives, local governments, healthcare systems, state agencies, community organizations, and regional partners while maintaining clear accountability for the District's performance.



The next Administrator must also be comfortable serving as a public-facing representative of the District. The ideal candidate will be an effective presenter who can translate technical or sensitive information into clear, understandable language and communicate with credibility during routine operations, contentious public discussions, and emergency situations. This person will actively connect with the communities served by the District and build relationships with organizations and individuals who may have differing experiences, perspectives, and levels of trust in public health institutions.

EDUCATION & EXPERIENCE

A bachelor's degree from an accredited college or university is required. Preference will be given to candidates with a degree in business, public administration, public health, biological sciences, or a related health field. A master's degree in public health, public administration, or a related field is strongly preferred. Candidates must have at least five (5) years of progressively responsible experience in public administration, healthcare administration, or the administration of public health programs or policies. An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be accepted. A valid Washington State driver's license, or the ability to obtain one within two weeks of hire, is required.

Desired qualifications include experience working effectively in a multicultural environment; a demonstrated commitment to advancing health equity; and knowledge of information technology, data management, insurance, Medicare and Medicaid regulations, third-party reimbursement, financial and managerial accounting, grant applications, and grant administration. Spanish proficiency is an advantage but not required, as other staff can provide support.

COMPENSATION & BENEFITS

- **\$150,000 - \$165,000 DOQ**
- 100% paid medical, dental, and vision insurance.
- Long-term disability.
- Life Insurance and AD&D.
- Washington PERS.
- Deferred Compensation plan.
- 12 days of sick leave per year.
- 12 days of vacation per year.
- 11 paid holidays, plus 2 floating holidays.
- Personal development options include tuition reimbursement for approved courses and paid for workshops and seminars.
- Provided laptop and cell phone.
- Up to \$10,000 relocation assistance.



For more information on the Chelan-Douglas Health District and the local community, please visit:

www.cdhd.wa.gov

www.visitchelancounty.com

The Chelan-Douglas Health District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 30, 2026** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Chelan-Douglas Health District, WA – Health Administrator**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. Page 2 top right photo provided by CDHD via [Visit Chelan County](#).



www.prothman.com

206.368.0050