



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Deputy Health Administrator

About Chelan-Douglas Health District (CDHD)

Chelan-Douglas Health District is in the process of transforming local public health by modernizing systems and developing sustainable partnerships to provide high quality public health services in Chelan and Douglas Counties in North Central Washington. With renewed support from the state and the local community, CDHD is poised to grow and develop evidence-based programs to improve the health and wellness of everyone we serve. We are committed to investing in our staff and seeking opportunities for them to develop and help our agency become one of the most robust health districts in Washington State. CDHD is headquartered in beautiful Wenatchee, Washington, with access to year-round outdoor activities on our beautiful rivers and lakes nestled on the foothills of the Cascade Mountains.

Position Summary

We are looking for someone who is driven and passionate about making a positive impact in our community and with our staff. This senior leadership position is responsible for supporting the Health Administrator in developing and providing vision for the ongoing efforts of the Health District, building partnerships across the community to improve the public's health, and providing leadership, management, and oversight of the health districts staff and volunteers to accomplish its mission.

This position is suited for a public health generalist or specialist with experience and skills in administration and management. Candidates that can provide complementary skills for the Health Administrator in Environmental Health, informatics, epidemiology, or policy/grant writing are strongly desired. After a period of training, this position has the ability to be fairly autonomous within the agency.

The Deputy Health Administrator works with the Health Administrator, the Health District team, and other community partners to plan, implement, and evaluate Health District initiatives and services. The Deputy Health Administrator will oversee the operations of the Health District and perform complex professional and administrative work, including supervision of more than 50 Health District team members. In the absence of the Health Administrator, the Deputy Health Administrator performs the duties and exercises the powers of the Health Administrator under the direction of the Chelan-Douglas Board of Health.

Essential Duties and Responsibilities:

1. Represent the human part of our business by demonstrating deep caring for a diverse team while accomplishing agency goals and objectives.
2. Build a department structure with appropriate, cost-effective staffing levels and ensure operational performance standards are met or exceeded.
3. Leads the Chelan-Douglas Health District team in implementing the direction of the Health Administrator, the Board of Health, and ensures compliance with statutes and regulations pertaining to public health.
4. Provide administrative support to the Health Administrator and the Board of Health so that they can effectively fulfill their responsibilities.
5. Supports cross cutting programs across the agency.

Chelan-Douglas Health District is an Equal Opportunity Employer



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6. Responsible for responding to public health emergencies and the public health impacts of all-hazards emergencies, including institutionalizing and maintaining the capability for applying the incident command structure with other emergency response partners.
7. Leads public health efforts in partnership with other agencies and groups providing health-related services across the community.
8. Regularly communicates information regarding public health and the mission of the health district to the public through publications, meetings and the media.
9. Develops an annual balanced budget and works with the Health Administrator, and the Board of Health to finalize and publish the budget.
10. Produce high quality written reports, policy drafts, grant proposals, public education materials, as well as internal and external communications.
11. Seeks and secures funding, strategically, from diversified sources including but not limited to Federal and State grants, local government appropriations and private sector partnerships.
12. Creates and maintains an organizational climate of trust, respect, mutual accountability, teamwork, communication and professionalism that honors the skills that the health district team commits to the organization each day.
13. The Deputy Health Administrator and the Health Administrator responsibly manage the information created, accessed, collected and shared by the Chelan-Douglas Health District.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodation:

- Visually or otherwise identify, observe and assess distance, color and depth; required to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around their assigned workspace.
- Frequently move up to 25 pounds and occasionally move up to 50 pounds; occasionally ascend/descend a ladder or stairs as required; the noise level in the work environment is usually low.

Qualifications include:

- Bachelor's degree in Business, Public Administration, Public Health, Biological Sciences or related health field.
- MPH, MBA MHA, MSc in environmental health or equivalent degree in related health field is desired but not required.
- Ability to pass a criminal background check.
- Per the Governor's Proclamation 21-14, CDHD requires a COVID-19 vaccination for in-person business. Therefore, all employees are required to present proof of vaccination status upon hire, except as required by law.
- An equivalent combination of experience, education and training, which provides the required knowledge, skills and abilities, may be accepted.
- Five (5) years of experience in public administration, health care administration or administering public



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health programs and/or policies.

- Comfortable and proficient with Microsoft Office Suite Programs; able to maintain written and computer records in accordance with regulatory agencies.
- This role may require periodic support outside of business hours.

Compensation and Benefits:

- The salary range is \$92,456 - \$118,000 annually and will be commensurate with candidate experience.
- Relocation benefits
- Health, dental, vision long-term disability, FSA.
- Paid time off and holidays

How to Apply:

CDHD is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. Applicants from all cultures and communities are strongly encouraged to apply. If you are inspired by our mission and are interested in joining our team, please submit your resume to careers@cdhd.wa.gov. We will review applications on a rolling basis as they are submitted, with priority given to applications submitted by October 20th, 2022. Applications will be accepted and reviewed until the position is filled.