



LEWIS COUNTY, WASHINGTON

**PUBLIC HEALTH AND SOCIAL
SERVICES DIRECTOR**

\$99,000 – \$133,129

PLUS EXCELLENT BENEFITS



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. 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



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 84,121. The county seat is located in historic Chehalis, the County's second largest city.

The Board of County Commissioners is the County's legislative authority and the three County Commissioners are elected to four-year terms. The County also has the following elected officials: Assessor, Auditor, Clerk, Coroner, two District Court Judges, Prosecutor, Sheriff, three Superior Court Judges, and Treasurer.

The County has a County Manager position to oversee the day-to-day operations of the County. This will allow the Commissioners to focus on their main policy objectives related to improving County services and economic development.

The following report directly to the County Manager: Chief of Internal Services who oversees Human Resources and Risk Management, Information Technology, Facilities, and Parks and Recreation; Community Development, Public Works, Public Health & Social Services, 911 Communications, and the Budget Department.

The County General Fund budget for 2022 is \$46,355,872, with an overall budget of \$164,303,338. There are approximately 600 FTE's for all departments of the County. Specific budget information can be found at:

<https://lewiscountywa.gov/departments/budget/lewis-county-budget/2022-budget/>

The Position



Reporting to the County Manager, the Public Health and Social Services Director is responsible for leading the County's Public Health and Social Services department's staffing and operations. The Director is responsible for a significant amount of county, state, and federal funding. It is critical that this individual, and their staff, controls and monitors expenses within budget, assures fiscal responsibility, cost consciousness and works cooperatively with the County Manager and Budget Department to prepare the budget and ensure compliance with funding guidelines and deadlines. In addition, the Director is responsible for overseeing a large number of both union-affiliated and unaffiliated County employees throughout all Divisions of the Department.

The Public Health and Social Services Director leads a team of managers in the areas of administration, animal shelter, code compliance and environmental services, and public services including housing, veteran's assistance, WIC (Women, Infant, and Children).



Public Health
Prevent. Promote. Protect.
Lewis County

Responsibilities of the Public Health Director include:

- *Develops and implements Health & Community Services Department strategies and tactical goals to meet County objectives; evaluates strategies and determines resource requirements and program goals and deliverables; determines scope and priorities of projects; develops programs, policies and resource utilization plans to support present and future needs.*
- *Directs Health & Community Services Department operations; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; identifies and monitors long and short range goals and objectives.*
- *Manages Department performance and productivity; directs the continuous improvement of the work products; assures the overall integrity of the support and functionality of the Department services.*
- *Monitors and evaluates regional public health & community services trends; interprets community concerns, defines desired results, develops solutions, and recommends new programs and strategies.*
- *Manages, allocates, and coordinates numerous internal and external resources; ensures effective communication of issues and strategies between Department and County management team.*
- *Serves as public health & community services advisor and liaison between the County and various Regional organizations and state and Federal agencies; participates in meetings with government officials and community groups; coordinates integration of services with other agencies.*
- *Provides leadership, direction, and guidance to staff in moving County approved projects and programs forward. Assures that the Department is familiar with current federal, state and county laws, codes, rules and regulations governing public works.*
- *Works closely with the County's Budget Department to develop and monitor the annual budget, grants, and other funding sources that assures compliance with funding guidelines and deadlines.*

Public Health & Social Services Overview:

Administration

Responsible for overseeing the day-to-day operations of Public Health. By providing quality internal support and accounting services and by assisting staff in carrying out their functions and projects, a coordinated, accountable, and efficient use of resources is ensured.

Animal Shelter

Responsible for the supervision of staff and volunteers, performs animal control activities and ensures proper care for animals kept in the County Animal Shelter.

Code Compliance

Responsible for the planning and management of code enforcement programs to provide services to Lewis County residents while ensuring compliance of program activities with state and federal laws, and Lewis County code, policies and procedures.

Environmental Services

Responsible for planning and managing environmental health programs to provide services to Lewis County residents. Ensures compliance of program activities with state and federal laws, and Lewis County code, policies and procedures.

Social Services

Responsible for planning and managing Social Services programs to provide a variety of community social services and health programs to Lewis County residents; assures compliance of program activities with State and Federal laws, and County policies and procedures.

Veterans Assistance

Responsible for the assistance of veterans and their dependents in obtaining information, determining eligibility and applying for services and benefits to which they are entitled.

Women Infants and Children (WIC)

Responsible for providing education, information, support and encouragement to WIC pregnant and breastfeeding women and their breastfeeding goals and nutritional counseling.



The Ideal Candidate



The ideal candidate will have a successful public health and social services background as a director or senior manager, and will have had previous experience creating an organizational culture recognized for excellent customer service, open communication, 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. Candidates with a blend of technical and strong interpersonal skills will be a plus.

The Director is a member of a Department Head Team which places a high value on team work, effective working relationships, and the willingness to cross department lines and pitch in to assist on projects and issues. 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, 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 and respond effectively to a variety of state and federal agencies. He/She will also be skilled in the areas of written and oral communication and be able to explain rules, regulations, and policies to a wide-ranging audience, including the media. The candidate will also have experience with governmental project 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 and open to a work environment that encourages ideas and creativity throughout all levels of the organization. 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 an appropriate 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 (7) year's professional experience in public health & community services programs, including two (2) year's program management experience

A valid driver's license is required. Specific technical certifications in public health are preferred and may be required.

Compensation

\$99,000 - \$133,129

Choice of medical plans through Public Employees Benefits Board (PEBB)

Dental and vision care premium paid 100% for employee and dependents

\$35,000 paid life insurance (Additional life insurance available)

Long Term Disability

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 (pro-rated for year upon hire)

8 hours per month sick leave accrual

11 paid holidays plus 1 personal day added to vacation bank every year

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 July 15, 2022

To apply, please send a letter of interest, resume, completed application to the supplemental questions

to the Lewis County Human Resources Department (360-740-2737)

The Public Health Department Mission Statement:

Lewis County Public Health & Social Services strives to encourage local, regional, state and national relationships and opportunities to protect, promote and improve the health of our community.