

Orcas Island Health Care District

Job Description – Superintendent

Overview – The Orcas Island Health Care District was formed in May 2018 by the Orcas Island voters. Its role is to oversee levy funding in support of medical services on Orcas Island and it is responsible for distributing the tax dollars.

Superintendent Position. Washington code provides that the superintendent is the chief administrative officer of the District with direct responsibility for the administration of the District. The Superintendent shall be responsible to the Board for the efficient administration of all affairs of the District. The Superintendent has both statutory duties and Board delegated duties.

Qualifications:

- BA/BS Degree with experience in business operations
- knowledgeable about healthcare industry/systems; knowledge of health clinic operations preferred.
- Strong written and oral communication skills.
- Ability to create and manage a budget,
- Understanding of government financial processes a plus.
- Demonstrated ability to develop and sustain cooperative, productive and professional relationships.
- Ability to engage collaboratively and build consensus.
- Demonstrated ability to initiate and manage projects to completion.
- Proficient with Microsoft Word, Excel and Powerpoint programs.
- Able to perform basic website and email management
- Excellent multi-tasking skills
- Demonstrated ability to solve problems and function pro-actively.
- Organized and extremely detail oriented.
- Experience in public sector organization a plus.
- Some leadership experience preferred.
- Orcas Island resident preferred.

Statutory Duties: RCW 70.44.080 sets out the duties of the Superintendent, which are:

1. To carry out the orders of the Board, and to see that all the laws of the state pertaining to matters within the functions of the District are duly enforced.
2. To keep the Board fully advised as to the financial condition and needs of the district.

3. To prepare, each year, an estimate for the ensuing fiscal year of the probable expenses of the District.
4. To recommend to the Board what development work should be undertaken, and what extensions and additions, if any, should be made, during the ensuing fiscal year, with an estimate of the costs of such development work, extensions and additions.
5. To certify to the Board all the bills, allowances and payrolls, including claims due contractors of public works.
6. To recommend to the Board a range of salaries to be paid to district employees.

Delegated Duties: To ensure the smooth operations of the District, the Board has delegated these additional duties to the Superintendent:

1. To carry out all of the policies adopted by the Board.
2. To prepare at least annually, and more often if requested, a budget showing anticipated District receipts and expenditures for the following fiscal year which shall be submitted to the Board in sufficient time to allow timely hearings on the budget before adoption as required by law.
3. To prepare the annual tax levy certification and present it to Board for adoption as required by law and file the Certification after adoption with San Juan County.
4. To select, employ, direct, and discharge all employees authorized by the current budget, assuring that they are competent to perform their duties;
5. To ensure that all District buildings, equipment, and other facilities are maintained in good repair;
6. To furnish periodic recommendations to the Board with respect to the acquisition, development, and extension of desirable health care facilities, equipment, and services, including financial estimates for the above;
7. To supervise all of the District's business affairs, including the disbursement of funds, recording of financial transactions, collection of accounts, and purchase and issue of supplies;
8. To submit monthly reports to the Board regarding the District's services and financial activities along with any special reports the Board may request.
9. To prepare the agenda for all Board meetings and attend all Board meetings and participate in the discussion of matters being considered.

10. To execute, on behalf of the District, all contracts, agreements, and other documents that he or she may deem appropriate within the scope of his or her authority or as authorized by Board resolution to sign.
11. To undertake on the Superintendent's own initiative the performance of such other duties, consistent with law and Board policies, as may be in the District's best interests.
12. To participate in negotiations of any medical service support agreements that the District may choose to pursue.
13. To monitor any support agreements the District may have with medical care providers, ensuring that any required payments are made when due and that the District's goals are being met in accordance with the terms of the contracts. To this end, the Superintendent should meet regularly with the providers and inform the Board of any problems that arise.
14. To represent the District at community meetings.
15. To serve as the district's Public Records Officer and fulfill all District obligations under the Public Records Act.
16. To take and prepare minutes of all public meetings of the Board.
17. To publish and post all Board meeting notices and agendas as required by law and the District's bylaws.
18. To make purchases and financial commitments within the limits established by the Board.

Hours and Compensation. The position is part-time, approximately 20 hours a week with a salary of \$40,000 a year. The District provides 7.5 days a year of paid vacation and observes all state holidays. The District will also provide medical insurance for the Superintendent and reimbursement for all reasonable travel expenses, including paying for one attendance at one professional conference each year.