

Orcas Island Health Care District

Brief Job Description – Superintendent

This position serves as the chief administrative officer of the publicly funded Orcas Island Health Care District (www.orcashealth.org). The Superintendent is responsible for providing strategic, financial and operational leadership for the District. He/she reports to and works closely with its Board of Commissioners. The District was formed in 2018 to assure access to health care services residents of Orcas Island and its visitors.

Primary Responsibilities

1. Plan, develop, implement and direct the District's operational and fiscal function and performance.
2. Act as a strategic partner by developing and implementing the District's plans and programs.
3. Analyze and make recommendation on the impact of long range initiatives, planning, and introduction of new strategies and regulatory actions.
4. Provide accurate budgets, financial reports and analysis of financial trends and operational procedures in order to assist the Board.
5. Create, improve, implement and enforce policies and procedures that will improve operational and financial effectiveness of the District.
6. Communicate effectively and establish credibility with the Board as an effective developer of solutions to challenges.
7. Oversee the District's relationship with Island Health which provides primary care services at a medical facility owned by the District
8. Act as a strong, positive and respectful representative of the District with the Orcas community
9. Effectively collaborate with healthcare partners, industry organizations and governmental entities.
10. Provide strategic input and leadership on issues affecting the District.
11. Act as a strategic advisor and consultant to the Board offering expert advice on contracts or initiatives that the District may enter into or undertake.
12. Manage and mentor members of staff to foster growth and encourage development.
13. Perform or oversee the performance of all of the duties of a public hospital district superintendent as set forth in [RCW 70.44.080](#)
14. Execute the instructions of the Board and see that all the laws of the state pertaining to matters within the functions of the District are duly enforced.
15. Convene and lead community stakeholders to build a strong health and wellness ecosystem on Orcas Island.
16. Provide strategic leadership to the District in successfully achieving its mission.

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Important Leadership Traits:

1. Strong leadership ability.
2. Strategic mindset.
3. Strong business acumen.
4. Outstanding problem-solving skills.
5. Excellent ability to lead and manage.
6. Continually drive effective results.
7. Effective verbal and written communicator.
8. Strong organizational and time management skills.
9. Collaborative work style.
10. Strong sense of discretion.

Requirements and Preferred Qualifications:

1. Bachelor's degree, advanced schooling preferred
2. 5-10 years of healthcare industry experience.
3. Executive presence and ability to maintain calm demeanor in high stress environments

Terms of Employment: Salary commensurate with experience. This is a full-time position. Paid medical, dental and long-term disability benefits are provided. WA PERS retirement benefits. Ten (10) paid holidays and three (3) weeks of paid vacation annually. Employment is at will.

Location: Eastsound, Orcas Island, Washington

April 13, 2022