



COUNTY OF SOLANO

Health Services Administrator - Emergency Medical Services

Salary \$131,089 to \$159,340 annually DOE/DOQ

The County of Solano seeks an experienced Administrator to manage both the Emergency Medical Services and Emergency Services/Communicable Disease programs. We are looking for an excellent communicator and administrator, and a leader who is committed to operational excellence. This is an exciting opportunity for a dynamic leader to oversee a county organizational environment while having a profound impact on improving the health of a community.



The place for people to live, learn, work and play ...

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all of the urban amenities associated with two of the nation's most dynamic metropolitan regions. Situated midway between San Francisco and Sacramento—the State capitol, Solano County is home to rolling hillsides, waterfronts and fertile farmland. County residents can enjoy day trips to the San Francisco Bay area, Lake Tahoe region and the Napa and Sonoma Valleys. Thanks to a mild climate, plenty of open space, and proximity to lakes, rivers and mountains, residents can enjoy year round outdoor recreational activities like fishing, boating, skiing, hiking and biking.

Solano County is a growing community that reaps the benefits of its ideal location for those who live and work here. The blend of agriculture, corporate business and pleasant lifestyle enhance the attraction of Solano County. The County limits residential and commercial development outside of cities, thus preserving approximately 80 percent of the land for open space or agricultural uses. Blessed with a thriving agricultural economy, the county is also home to biotechnology and other growth industries.

With its strategic location, affordable housing, natural and human resources, history of responsible land use planning and attractive quality of life, Solano County is entering the 21st Century with a promising future as a place to live, learn, work and play. The America's Promise Alliance has affirmed this fact five times, naming Solano County as one of the *100 Best Communities for Young People*—the only California community with that distinction.





THE POSITION

This Health Services Administrator serves as the Solano County Emergency Medical Services Administrator, who is responsive to the SEMSC, the county's LEMSA. This position will also manage the Emergency Services and Communicable Disease programs. The Administrator will work with acute care hospitals, fire departments, ambulance providers, law enforcement, State Agencies, and others in public health to plan, manage, and evaluate the essential components of emergency response.

This position will organize and staff the key committees that create policy for emergency medical services. The EMS Agency's mission is to bring together entities that may otherwise not interact with each other and help them deliver emergency care in a competent and cost-effective manner. It is committed to ensuring rapid response to emergencies, competency in practice for all responders, and accountability to the Solano Emergency Medical Services Cooperative (SEMSC) Board and the public for system performance.

The Health Services Administrator will focus on prevention and quality assurance to develop appropriate policies and implement continuous quality improvements to the emergency response system.

This position will also manage the programmatic, non-clinical aspects of the Communicable Disease programs, including TB control, STD control, HIV surveillance and prevention, disease surveillance, case investigation and outbreak response.

HEALTH AND SOCIAL SERVICES

Over the years, the County has integrated services to form the single Department of Health and Social Services (H&SS), which today is the largest department in the county, with an operating budget of \$370 million, and approximately 1,300 employees working in multiple office locations. The department delivers services and programs to residents in seven cities as well as the unincorporated portions of the county and is organized into seven divisions: Administration, Public Health, Family Health, Behavioral Health, Employment and Eligibility, Older and Disabled Adult Services and Child Welfare Services. The department is nationally recognized for its programs and known across the state as a leader in partnering with community and public service leaders and with community organizations. Through countywide planning and coordination, the County's role in healthcare includes providing clinical services and healthcare assistance, alcohol, drug and mental health services, dental services, protecting the community from public health threats and operating multiple social service programs.

While focusing on the Board of Supervisors' priorities, the H&SS Department operates its programs and services as efficiently and effectively as possible, using technology, innovation and creativity to increase productivity and enhance the quality of services provided to our residents. The shared vision of the Board of Supervisors, County employees, community partners and volunteers supports our strong commitment to our clients to provide excellence in service delivery.



Healthy People – Healthy Community



ESSENTIAL DUTIES

- ◆ Manages and provides direction to the County's EMS system and Communicable Disease and Emergency Services programs, and related activities assigned within H&SS.
- ◆ Helps to determine strategic priorities, goals and objectives, and action steps to achieve these for the EMS system and CD programs including: budget levels, revenue sources and modifications; staffing levels; contract approvals; activity priorities, timelines and needed collaborations; and, resource allocation; and monitors progress toward achieving those priorities, taking corrective actions as appropriate.
- ◆ Recommends, approves and implements necessary policies and procedures to optimize services and access to care for clients and the community; assures the ongoing review, development and implementation of organizational structure, policies and procedures that guide and support the provision of services to meet legal requirements, county policies, goals and the delivery of mandated service levels.
- ◆ Assures coordination with programs and activities in other units of H&SS, with other County departments, and with healthcare and community agencies, as appropriate.
- ◆ Ensures compliance with local, State and federal laws, regulations, standards and policies.
- ◆ Meets with and/or addresses clients, Solano County residents, County Supervisors, healthcare and service providers, healthcare organizations, community-based agencies and organizations and the media, as needed and appropriate.
- ◆ Reviews, monitors and interprets proposed legislation and changes in laws and regulations; and assures administrative compliance with applicable federal and state laws and regulations.
- ◆ Establishes and maintains effective working relationships with various County officials including members of the Board of Supervisors, with managers and supervisors within the Department, and with other County departments to ensure efficient, effective, and legally compliant delivery of services to the public.

THE IDEAL CANDIDATE

The ideal candidate will have a proven leadership record and comprehensive experience managing an emergency medical services system. The abilities to recognize and implement opportunities for operational efficiencies; foster a collaborative environment between all levels of staff; develop and maintain positive and productive relationships within the Health and Social Services Department, the County organization and external partners; and effectively manage resources are key skills. The ideal candidate will demonstrate a high level of self-initiative, excellent interpersonal skills and integrity, and political acumen. This person requires both the ability to see the big picture and the willingness to understand the details to assist team members in achieving effective solutions to complex problems. The ideal candidate should understand how to strategically integrate services and foster a culture of innovative thinking to continuously improve quality of services. The ideal candidate will be able to manage competing demands, have a passionate interest in public health and healthcare administration and reflect the Department's values of Diversity, Respect, Integrity, Fairness, Transparency, Equity and Responsiveness.



COMPENSATION and BENEFITS

The salary range for this position is \$131,089 to \$159,340 annually DOE/DOQ

In addition to base salary, the County offers:

- ◆ 12 HOLIDAYS
- ◆ plus 2 partially-fixed holidays
- ◆ plus 2 floating holidays
- ◆ 4 WEEKS OF VACATION
- ◆ SICK LEAVE
- ◆ ANNUAL ADMINISTRATIVE LEAVE
- ◆ MEDICAL & DENTAL INSURANCE
- ◆ VISION INSURANCE
- ◆ LIFE INSURANCE
- ◆ CalPERS PENSION PLAN
- ◆ LONGEVITY PAY PLAN
- ◆ RETIREMENT HEALTH SAVINGS PLAN
- ◆ FLEXIBLE SPENDING ACCOUNTS
- ◆ DISABILITY INSURANCE
- ◆ EDUCATION REIMBURSEMENT

For detailed Benefits Summary:

<https://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=18189>

CANDIDATE EDUCATION AND EXPERIENCE REQUIREMENTS

Education: Bachelor's degree is required from an accredited college or university preferably with a major in Public Health, Business or Public Administration, Nursing or a related field. A Master's degree in public health or related field, or certificate in Public Health Nursing, Registered Dietitian, or a license as Clinical Nurse Specialist or Nurse Practitioner issued by the California State Board of Nursing is preferred.

Experience: Five years of progressively responsible experience in the delivery of community public health that includes direct program management and supervision of professional staff coupled with experience in public administration including budget preparation, program planning/evaluation and supervision.



HOW TO APPLY

*This position is open until filled, apply by
August 18th for first consideration*

Submit Cover Letter and Resume:

Craig W. Southerland

Public Service Search

(619) 393-9508

csoutherland@publicservicesearch.com

Solano County is an equal employment opportunity employer

