



CHIEF OF STAFF



■ OVERVIEW

The Galveston County Health District (GCHD) is part of the 17th largest county in Texas and is located in Texas City, Texas. GCHD services the communities of Bayou Vista, Tiki Island Clear Lake Shores, Dickinson, Friendswood, Galveston, Hitchcock, Jamaica Beach, Kemah, La Marque, League City, Santa Fe, Texas City, Bacliff, Bayshore, and San Leon.

GCHD is located in close proximity to many regional attractions and destinations including Galveston Pleasure Pier, Moody Gardens, Schlitterbahn Waterpark Galveston, Downtown Galveston Historical District, Kemah Boardwalk, Texas City Dike and the 4th largest U.S. Cruise Terminal. The area is also home to higher education institutions, including the University of Texas Medical Branch at Galveston, Texas A&M University of Galveston, Galveston College, and College of the Mainland.

■ GOVERNANCE

GCHD is committed to identifying public health issues that impact our everyday life. We work daily to prevent disease, protect against public health threats, and promote good health for all of Galveston County.

GCHD is managed by the Galveston County United Board of Health (UBOH), which sets policies that protect the everyday health and well-being of county residents through an interlocal agreement between member governments and follows bylaws.

The board consists of five members nominated by the Galveston County Commissioner's Court and ratified by a majority of member cities. Board members serve two-year terms, after which they are renewed or replaced. GCHD's FY2022 adopted budget is just over \$17 million and currently employs 333 FTEs.

■ ABOUT OF THE DISTRICT

GCHD developed a mission of protecting and promoting the optimal health and well-being of Galveston County, with a vision to become the healthiest county in Texas. GCHD created a set of organizational values called **I CARE** to guide the leadership and staff in every decision made to achieve that.

- **INTEGRITY**- We are honest, trustworthy and transparent in all we do.
- **CUSTOMER SERVICE**- We are committed to providing exceptional customer service.
- **ACCOUNTABILITY**- We hold ourselves to high standards and take responsibility for our actions.
- **RESPECT**- We uphold a standard of conduct that recognizes and values the contributions of all.
- **EQUALITY**- We equally value and serve all members of the community.

GCHD is committed to identifying public health issues that impact the everyday lives of residents, and are working daily to prevent diseases, protect against public health threats and promote good health for all of Galveston County. They have developed Strategic Health Plan to provide a roadmap for working towards making Galveston County a healthier place to live, work and play. The key priorities for GCHD in the most recent plan include cultivating a healthier and safer community, developing, and sustaining a stronger workforce, providing a financial system and structure that will sustain growth and development, enhancing public health communication efforts, and strengthening operational processes and infrastructure.

In addition to providing essential public health services, GCHD manages the county's largest animal shelter, the Galveston County Animal Resource Center (ARC), providing animal services to several cities. GCHD is also proud to include the Galveston Area Ambulance Authority (GAAA), the county's largest EMS agency, under its umbrella of services. GAAA provides both emergency and non-emergency services to the City of Galveston and other cities on the mainland.



Another unique feature of GCHD is their collaboration with Coastal Health & Wellness, a community health center with clinics in Texas City and Galveston, where discounted primary care is available for all residents, including the uninsured. GCHD is tasked with providing services in line with the “10 essential public health services” as well as maintaining high quality programs that focus on health promotion and maintenance, infectious disease control and prevention, public health emergency preparedness, environmental health, and enforcement of public health laws.

To learn more, go to: <https://www.gchd.org/>

■ THE POSITION

The Chief of Staff will serve as a chief advisor to the Chief Executive Officer and perform highly responsible professional, executive, administrative and technical management work by assisting leadership in carrying out the functions and activities necessary for the effective and efficient operation of GCHD. This position will have a high degree of executive authority as delegated by the Chief Executive Officer to act independently on both significant and routine matters, as well as apply professional judgment while attending to regular activities, special projects, and everyday operational details.

A few key functions for this role:

- Assists the Chief Executive Officer with the overall management of GCHD and carrying out directives, policies, orders, and requests of the Board of Directors.
- Attends and participates in meetings and work sessions with the Board of Directors, and also serves on boards, commissions, committees, and working groups as approved by the Chief Executive Officer.
- Assesses current practices and management processes to implement an appropriate system of policies, controls, and procedures, and also recommends new methods and procedures to make operations efficient.
- Assists with short- and long-range planning for capital improvements, funding sources, maintenance projects, technology requirements and service initiatives.
- Responsible for regulatory compliance to ensure that all work is completed and in compliance with all applicable laws and government regulations.
- Provides general oversight and strategic planning initiatives to improve operations, services, reporting and regulatory compliance.
- Monitors and evaluates the activities of designated departments, assists with setting goals and objectives for achievement of operational results, assigns work responsibilities to staff, and monitors progress to ensure program and project goals are met.
- Assists with hiring, training, coaching, and evaluating staff assigned by the Chief Executive Officer.
- Cultivates strong working relationships and builds trust among staff members, and addresses complaints and issues as they arise.
- Participates in the preparation and final review of the annual GCHD operating budget, capital budget and capital program.
- Performs periodic cost and productivity analyses to ensure efficient and appropriate use of funding. Utilizes status reports, computerized resources, program feedback, and analytics.
- Meets with business and industry groups, professional and community groups, state/regional and local partners, and other groups to discuss, interpret, promote, advocate and/or explain GCHD's operational policies, programs, objectives, or initiatives.
- Maintains knowledge and understanding of current best practices, trends, laws, regulations, and issues affecting operations.



■ THE IDEAL CANDIDATE

This “community steward” must be deeply committed to the mission of public health and social service and have the political aptitude and business intelligence to resolve difficult and complex problems and situations. This visionary leader must have proven strategic planning, decision making, problem-solving, and analytical skills to bring credibility to this role, establish mutual respect and trust, and make financially and ethically sound decisions in the best interest of the CEO, Board of Directors, and GCHD staff. This highly collaborative leader shall have exceptional communication, listening and interpersonal skills, along with the ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic, and professional backgrounds.

This strategic-minded individual will be dedicated to customer service excellence and improving organizational efficiencies, service levels, and public engagement. Candidates must be creative thinkers who are driven by opportunities to continually improve, and the ability to handle and prioritize multiple projects simultaneously using sound judgment. This role needs a professional that is strong in organizational leadership, strategy formulation and execution, and has a good understanding of public health system operations. The ideal person for this role shall also have the professional aptitude to manage, quickly respond to and adapt effectively to public health emergencies.

Desirable competencies for the Chief of Staff shall include:

- **Solution Driven & Forward-Thinking** – Demonstrates the ability to analyze and interpret data metrics to identify and solve problems; makes informed decisions and addresses complex organizational challenges; implements creative solutions and provides direction by clearly and effectively setting courses of action; has the patience and perseverance to foster a vision and direction for the organization; seeks “best practices” and innovation for continued growth and relevance.
- **Politically Astute & Collaborative** – Successfully interacts professionally and effectively with staff, elected officials, business leaders, general public, and government regulators; strives to build consensus amongst leadership and ensures fairness and consistency in responsiveness and engagement; maintains positive, productive partnerships with other local, regional, and state leaders, and agencies.
- **Communication & Listening Skills** – Listens attentively to understand the needs, intentions, and values of others; is an outstanding written and verbal communicator with exceptional interpersonal, analytical, negotiation, and presentation skills; handles sensitive situations with tact, diplomacy, and a calm demeanor.
- **Leadership & Accountability** – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; demonstrates a high level of conscientiousness; holds self and others accountable; possesses collaborative and conflict resolution skills; identifies, monitors, and measures the needs of both internal and external customers

■ EDUCATION/EXPERIENCE

Candidates shall have a bachelor's degree in Business Administration, Public Administration, Health Administration, or closely related field. Master's degree strongly preferred. Eight (8) + years of progressively responsible professional work experience that involves healthcare administration, program management, operations, and budgeting. At least four years of experience should be at a senior level. Prior experience working for a public health agency is ideal

■ COMPENSATION & BENEFITS

The salary range for this position is **\$110,000 - \$140,000** and will be dependent on the qualifications and experience of the successful candidate. GCHD also offers a very attractive benefits and retirement package.

■ APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice). Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. The deadline to apply is **Monday, March 6, 2023**.

Please submit your materials to: <https://www.cpsr.us/recruitment/2159> .

For additional information about this position please contact:

KYLIE WILSON

Senior Executive Recruiter

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CPS HR  CONSULTING



Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred to GCHD for further consideration.