

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FRIDAY HARBOR, WASHINGTON

**SUPERINTENDENT JOB DESCRIPTION AND DELEGATED POWERS**

**ARTICLE I: Purpose**

This public hospital district (the "District") oversees levy funding in support of hospital services within the District's service area and has responsibility for distribution of those tax dollars. To facilitate daily operations of the District and obviate the need for consultation with the District commissioners regarding routine expenditures, the District delegates limited spending authority to its Superintendent.

This document describes the Superintendent's job, and the authority and latitude to perform that work. This document also delegates to the Superintendent power to facilitate daily operations without consultation with, or unwarranted interference by, the PHD board. This Delegation of Powers describes the extent and limits of the Superintendent's authority.

Nothing in this document shall be construed to supersede the District's Bylaws, which continues to be the primary document specifying Superintendent powers and description document

**ARTICLE II: Job Description and Duties**

Section I. Job Description

The Superintendent (administrator) shall be the chief executive and administrative officer of the District. He/she is in direct charge with full authority to act, as representative of the Board, and subject to its policies, he/she shall be responsible for the efficient administration of all affairs of the District. The following describes the Superintendent's job duties.

**1. Statutory:**

RCW 70.44.090 describes the Superintendent's operating authority and responsibility:

The public hospital district superintendent shall have the power, and duty:

- a. To carry out the orders of the commission, and to see that all the laws of the state pertaining to matters within the functions of the district are duly enforced.
- b. To keep the commission fully advised as to the financial condition and needs of the district. To prepare, each year, an estimate for the ensuing fiscal year of the probable expenses of the district, and to recommend to the commission 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. To certify to the commission all the bills, allowances and payrolls, including claims due contractors of public works. To recommend to the commission a range of salaries to be paid to district employees.
- c. Where the commission has appointed more than one superintendent as provided in RCW 70.44.070, the commission shall assign among the superintendents the duties set forth in this section as deemed

appropriate by the commission. [ 1987 c 58 § 3; 1982 c 84 § 18; 1945 c 264 § 11; Rem. Supp. 1945 § 6090-40.]

RCW 49.60.030 Freedom from discrimination – Declaration of civil rights. Refer to entire RCW.

## Section 2. Duties

In the performance of duties prescribed by law, all of which shall be faithfully discharged, and not by way of limitation of his/her authority, the Superintendent shall undertake the following:

1. **Statutory:** See that all the laws of the state pertaining to matters within the functions of the district are duly enforced. Comply with the District's Code of Ethics. Carry out the orders of the Board of Commissioners
2. **Financial:**
  - a. Manage District financial matters to comport with Washington State laws and Audit Requirements, including all financial reporting, and the fiscal management of the remaining accounts payable, inventory, building maintenance, bank accounts, and tax revenue accounting. Submit the Washington State Audit report for the District yearly by the 30<sup>th</sup> of June.
  - b. Stay informed by, and work closely with, the District's Treasurer, which is currently San Juan County Treasurer, on the accurate processing of payroll and accounts payable.
  - c. Supervise, though with assistance of the District Executive Assistant and the Board, the treasurer and auditor, all business affairs including the disbursement of funds, recording of financial transactions, collection of accounts, and purchase and issue of supplies
  - d. Monitor the PeaceHealth Subsidy Agreement payments made semiannually out of the Public Hospital District Levy #1 funds. Meet regularly with the Peace Island Medical Center's Director of Administrative Services to assure that District goals are met in accordance with the contract between the District and PeaceHealth and report any issues to the Board.
  - e. Prepare an annual budget for the forthcoming fiscal year, which shall include probable expenses, income, any recommended development work, and any recommended extensions and additions. The annual budget shall be presented in September at the District's regular meeting and forwarded to San Juan County by the County's November deadline.
  - f. Provide oversight of any Federal or State grants that the District may become a party.
  - g. Provide support to SJIEMS to manage fiscal accounting deadlines for the District, as well as help with financial clarifications on all EMS and District documents, contracts, policies, and financial audits.
  - h. Certify to the board all the bills, allowances, and payrolls, including claims due contractors of public works.
  - i. Prepare yearly Tax Revenue Levy Certification.
3. **Executive:**
  - a. Execute on behalf of the district all contracts, agreements, and other documents and papers that the superintendent may be authorized by board resolution to sign.

- b. Recommend to the board what development work, extensions, and additions should be undertaken during the ensuing fiscal year (with an estimate of the costs of such development work, extensions, and additions).
- c. Participate in collective bargaining negotiations, as needed, and assist with budgetary implications of proposals.
- d. Perfect and submit to the board for approval a strategic framework plan of organization for the personnel concerned with the operations of a hospital and/or other facility of the district and that strategic framework plan should be periodically reviewed.
- e. Make periodic recommendations to the board with respect to the acquisition, development, and extension of desirable health care facilities, equipment, and services.
- f. Execute, on behalf of the District, all contacts, agreements, and other documents as may be approved and directed or delegated by the Board.
- g. Fully inform the commissioners of the financial conditions and needs of the District by preparing monthly financial statements of income and expenses for presentation at the District's regular monthly meetings.
- h. Submit regular reports to the board regarding the health care services and financial activities of the hospital and the district, along with any special reports that may be requested by the board.
- i. Represent the District at community meetings.
- j. Undertake on his or her own initiative, any other duties consistent with the law and Board policies, as may be in the best interest of the District.
- k. Ensure that all buildings, equipment, and other facilities are maintained in good repair.

**4. Records:**

- a. As delegated by the District Board of Commissioners' Secretary: Superintendent or his/her designee to take and transcribe minutes of all public meetings of the District Board,
- b. Prepare documents for such meetings, and any other related duties, in accordance with the District Bylaws Art. II 52.2, and the Open Public Meetings Act, RCW 42.30 et seq.
- c. Superintendent or his/her designee to serve as the Public Records Officer for the District.
- d. Maintain District records and respond to public records requests in accordance with the Public Records Act, RCW 42.56 et seq.
- e. Make sure an agenda is prepared for all board meetings.
- f. Attend all board meetings and participate in the discussion  
of matters being considered.

**5. Supervisory:**

The board may augment the staff office personnel; the Superintendent then has responsibility to:

- a. Recommend to the board a range of salaries to be paid to District employees.
- b. Insure that the employees comply with all relevant laws, regulations and board directives and resolutions.
- c. Appoint, control, and discharge all employees as authorized by the applicable budget

### **ARTICLE III: Powers**

The superintendent is the chief administrative officer of the district and has control of the administrative functions of the district. The superintendent is responsible to the commission for the efficient administration of all affairs of the district. The superintendent is entitled to attend all board and board committee meetings and to take part in the discussion of any matters pertaining to the district. Superintendents may not, however, vote on board decisions. RCW 70.44.080.

The Superintendent will not make a purchase or commit to purchase any goods or services greater than the dollar values noted in Exhibit A Chart below, unless an EMERGENT condition arises:

Exhibit A

SUPERINTENDENT AUTHORITY FOR:	WILL NOT EXCEED:
Lease Property	\$30,000 per year
Small Works Contracts	As approved through budget
Capital Contracts	\$100,000 if budgeted; over requires notice to financial commissioner
Other Contracts (Services, service contracts, Supplies, utilities, equipment)	\$3,000 per year per distinct contract, no contract greater than 3 years
Professional Services Contracts	As budgeted
Personal Services Contracts	On- Call Contracts- 3 years.
Contract Change Orders	Up to 5% of the contract amount per change order, to a maximum cumulative amount not to exceed \$2,000 per contract
Legal Settlements	As per board action
Sale of Surplus District Property	\$5,000/ year
Purchase of Office Equipment and Supplies	\$ 8,000
Write-Off of Uncollectible Accounts	\$5,000
Response to Emergency	<p>Authority:</p> <ol style="list-style-type: none"> <li>1. To declare an emergency.</li> <li>2. To waive competitive bid requirements and negotiate and execute all necessary contracts.</li> <li>3. E.D. shall not fail to communicate actions ratified by the Commission at the next regular Commission meeting</li> </ol> <p><u>Emergency Definition:</u> An emergency is defined under this policy as a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.</p>