**COUNTY OF MISSOULA**

**HEALTH DIRECTOR/HEALTH OFFICER**

**02/2024**

This position is not subject to the overtime requirements of state and federal wage and hour laws, i.e., exempt.

DEFINITION: Responsible for professional-level administration of Missoula Public Health (MPH). Directs and coordinates activities and staff of all Health Department Divisions including Environmental Health, Health Promotion, Health Services, and Health Administration to build conditions that support the health of people, environments, and communities.

EXAMPLE OF DUTIES: (The following are intended to illustrate typical duties; they are not meant to be all-inclusive or restrictive.)

**ESSENTIAL DUTIES:**

Carries out statutory duties of local Health Officer. Leads, implements, and monitors the MPH’s strategic plan in conjunction with the Missoula Board of Health (BOH) and manages the Department’s annual budget with approval of the BOH.

Leads MPH response to public health emergencies, including issuing Health Officer Orders (HOOs) as `necessary. Promotes MPH services and impacts to the community. Serves as lead spokesperson and representative of the department with the public, including the media.

Supports and participates in strategic and emergency planning, quality improvement, performance management, and workforce development activities.

Maintains MPH accreditation as determined by the Public Health Accreditation Board. Serves as liaison to the Partnership Health Center governing board, a public Federally Qualified Health Center created by co-application between Missoula County and City of Missoula. Co-leads Missoula’s Academic Health Department with the Chair of the University of Montana’s School of Public and Community Health Sciences.

Utilizes data and community engagement to assess, plan, and implement Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). Mobilizes and engages community partners, citizens, and groups toward improving public health and health equity.

Proposes, advocates, and implements public health policy with the BOH, local elected officials, and the state legislature. Develops and strengthens professional and agency working relationships with the community, public health partners, and local and state government officials and agencies.

Builds and maintains a strong management team and a culture of continuous learning and improvement. Implements County policies for areas such as human resources, financial requirements, and legal and risk management activities.

Participates in negotiations of, and ensures adherence to, several collective bargaining unit agreements.

Participates as a member of both the Missoula County and City of Missoula Senior Leadership Teams.

**OTHER DUTIES:**

Performs related work as required or directed.

SUPERVISION RECEIVED: Serves at the will and programmatic direction of the MCCBOH and works under the administrative direction of the Missoula County Chief Administrative Officer.

SUPERVISION EXERCISED: Provides general direction to large number of department managers and division supervisors.

WORKING RELATIONSHIPS: Contacts are with City-County elected and appointed officials, City-County department heads and managers, County staff at all levels, Board members, community leaders, the general public, and other local and state agencies and officials. Contacts are for the purpose of establishing productive working relationships; gaining compliance and cooperation; accomplishing broad City-County public health goals, objectives, and partnerships.

WORKING CONDITIONS: Work is primarily performed in an office or meeting room setting. Requires attendance at off-site meetings and may include night and weekend meetings or travel out of town. Work may involve negotiating controversial matters and achieving settlements.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

KNOWLEDGE**:** Thorough knowledge of public health practice, epidemiology, communicable disease control, budgeting, personnel and department management, strategic planning, populations health, determinants of health and health equity, applicable local and state laws and regulations, and community engagement. Considerable knowledge of decision and policy-making processes, regulatory promulgation, implementation, and enforcement; key domains of public health, public, or government processes; Montana laws and rules related to communicable disease, vaccination, environmental health, chronic disease prevention, maternal child health, rights to privacy, public right-to-know and participation in local government; quality improvement processes. Considerable knowledge of accreditation requirements, workforce development, and performance management. Considerable knowledge of Justice, Equity, Diversity, and Inclusion (JEDI) principles and their application to the public health field. Working knowledge of community agencies and resources, interpretation and research use in practice, community mobilization, grant writing and administration, competencies of the public health work force, and standards and processes of the public BOH.

SKILLS: Skill in use of technology and software for budgeting, word processing, and creating graphs and presentations, holding remote and shared meetings, and work products. Skill in data collection, interpretation, and use; basic epidemiological functions and interpretations, public speaking, clear and persuasive communication orally and in writing sometimes while working under time pressure and sensitive circumstances.

ABILITIES: Ability to lead a large, complex, organization. Ability to attract and retain a capable, talented, and diverse work force and manage and supervise a professional and technical staff. Ability to interpret regulatory and other technical and legal subjects. Ability to interpret government regulations, laws, rules, and develop policies for their implementation. Ability to use a collaborative approach to problem solving. Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and the general public. Ability to manage multiple activities and competing priorities. Ability to communicate effectively in the English language, orally and in writing, to speak publicly, and to make presentations to a variety of audiences. Ability to identify, seek and complete professional development to advance subject matter expertise and public health workforce core competencies for self and employees under their supervision.

REQUIRED MINIMUM QUALIFICATIONS:

**EDUCATION:** Requires Master’s Degree in Public Health or in a related health field such as Environmental Science or Nursing. Applicants not holding a Master’s Degree specifically in Public Health must have a Certificate of Public Health or be able to complete one within 18 months after hire.

**EXPERIENCE:** Minimum of eight (8) years of experience in public or community health, or other applicable field of practice, with five (5) of those years being experience in management.

SPECIAL REQUIREMENTS: Requires immunization or proof of immunity to certain infectious diseases and a TB test.

Employee Signature Date