



# CASCADE COUNTY

## Job Vacancy Announcement

Submit all application materials to:  
Cascade County Human Resources Department  
325 2<sup>nd</sup> Ave N #108  
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

Position: **Health Officer**

Schedule: **Full-time with Benefits**

Department: **City-County Health Department**

Salary: **\$90,000-100,000 DOE**

Closing Date: **Open Until Filled**

Department Administrator: **Board of County Commissioners**

At a minimum, all qualified applicants must have:

### **Education/Experience/Training:**

Meet the requirements as outlined in MCA 50-2-116. Powers and duties of local boards of health officer. The local board of health shall recommend, and the Local Governing Body will appoint and fix the salary of a local health officer who is:

- (i) a physician;
- (ii) a person with a master's degree in public health; or
- (iii) a person with equivalent education and experience, as determined by the department (MT DPHHS).

### **Certifications:**

- Must have a valid Montana driver's license.

### **Computer:**

- Intermediate to advanced software knowledge in Excel, Access, Word, Outlook, and the ability to learn and adequately operate CCHD software applications.

### **JOB SUMMARY**

The Health Officer is responsible for overall leadership, community engagement, and executive responsibilities as the Health Officer of the City-County Health Department (CCHD); assessing and monitoring health factors in Cascade County and developing strategies to effectively address and communicate health issues to the public; providing oversight, evaluation and program management for delivery of public health services; developing and implementing plans, policies, and procedures for the department; fiscal management of the department and program budgets, as well as program compliance to local, state and federal requirements; provides leadership and support for public health improvement activities and maintain CCHD Public Health accreditation; plans, organizes, directs and manages all activities of the CCHD; areas of programming include environmental health, prevention services, family health services, and administrative services; administrative services team provides key operational assistance to all CCHD programs related to facilities, operations, finances, HIPAA compliance, accreditation coordination and performance management; must have experience in the development and application of Emergency Response Plans and public health preparedness and response capabilities; the effective and efficient use of department resources including funding, personnel, materials, facilities and time; evaluates organizational structure and recommends changes to ensure financial sustainability and sound operational practices that ensure optimum health services and supports to the community, and develops and recommends County and department policies and strategic plans related to or involving public health; provides administrative, technical and professional support to staff, other departments, outside agencies, advisory boards, coalitions and community members as appropriate; must develop and maintain effective working relationships with other organizations concerned with health and human services as well as the public safety system, education, County support service departments, advisory boards, and numerous community facilities, agencies and groups.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Embodies and embraces public health principals; Collaborates and assures essential business relationships with many essential and related public entities and groups; Works effectively with community stakeholders; conducts strategic and operational planning; establishes clear priorities, goals and objectives; and monitors and assures progress and results; Assures preparation and implementation of program and service plans where required or beneficial; Assures the department engages in systems planning related to health assessment, transformation and improvement; Possess an in-depth understanding of the components of the National Incident Management System (NIMS) as it would be applied during an event, exercise, or public health emergency; Manages and communicates effectively with the department workforce; Operates with and through a leadership team of division managers and supervisors; Assures assigned personnel deliver services ethically, professionally, effectively, timely and in accordance with department mission, values, policies, budgets, goals and regulations; Evaluates Department functions to align services with community needs, identify gaps or redundant programming and recommends organizational changes; Develops, manages, directs and evaluates department programs and activities; Prepares reports and recommendations regarding current activities, accomplishments, problems, and future community needs; Prepares annual department budgets, supplementary budgets and special grant requests; Works with state and federal agencies to gain financial assistance and reimbursement for health services and activities provided by the CCHD; Prepares requests and applications for public and private funding; Maintains appropriate intergovernmental coordination; Maximizes reimbursement from third-party payors; Assures compliance with a wide range of laws, rules, grant requirements and reporting responsibilities; Communicates and reports legislative changes that impact public health to individuals, associations, boards, committees or groups as identified and

directed by the Board of Cascade County Commissioners or the Cascade City-County Board of Health; Develops and oversees the department quality improvement and performance management capacities and systems; Participates, or ensures participation representation, in statewide associations and in various state and regional conferences, meetings, task forces and committees on behalf of the County for the promotion and coordination of health programs and the effective operation of the department; Prepares public documents and media releases, materials, reports and recommendations on current services, performance, community trends, problems and future community needs; Performs other duties or projects as required as assigned to accomplish the objectives of the position.

***Knowledge and understanding of:***

Thorough competencies and extensive professional knowledge of public health, health care and management practices; Extensive working knowledge of laws, regulations, contracts, funding, policies and procedures related to public and behavioral health; Public sector personnel processes and rules as well as financial management; Significant understanding of epidemiology, health policy, health education and clinical practices; Competency evaluating organizational structures and implementing change management strategies to transition and organization by re-directing the use of resources, business processes and budget allocations. Intermediate to advanced understanding of software in Excel, Access, Word, Outlook.

***Skills in:***

Developing productive work teams, integrating programs and disciplines; resolving conflict; Promoting mutual respect and cooperation among workers or community partners.

***Ability to:***

Perform all essential duties; Effectively plan, develop, and implement complex and detailed administrative and technical programs and projects; Manage and train employees, including professionals; Prepare or coordinate the preparation of comprehensive reports, grants, budgets and correspondence; Identify community needs and best practices; Implement necessary programs; Work effectively with a diverse group of stakeholders including staff, elected officials, County administration, boards, labor unions, and community partners; Communicate effectively both verbally and in writing; Evaluate operations and recommend organizational change management strategies to improve financial sustainability and operational efficiencies while meeting mandated functions and needs of the community; Establish and maintain positive working relationships with County officials, department employees, and state and community stakeholders; Prepare comprehensive reports, convey complex or technical information and to deliver effective presentations to diverse constituent groups; Effectively advocate and gain support for population health policies and programs to impact health equality; Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling; Communicate verbally in the English language with customers, clients and the public using a telephone, in a group, as well as one-to-one settings; Learn and adequately operate CCHD software applications.

**The successful applicant shall serve a 1-year probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.**

***Notice to Applicants:*** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**