



HEALTH OFFICER

UP TO \$125,000

Plus Excellent Benefits

Apply by

March 13, 2022

(First Review, Open Until Filled)

PROTHMAN



THE REGION



Situated in northwestern Montana, Flathead County is a First Class county with three incorporated cities including the county seat Kalispell, Columbia Falls, and Whitefish. Home to 104,354 residents, the County is the major healthcare, trade, and service center in northwestern Montana. The County is renowned for Glacier Park and Flathead Lake, a thriving tourism industry, and an abundance of recreational activities.

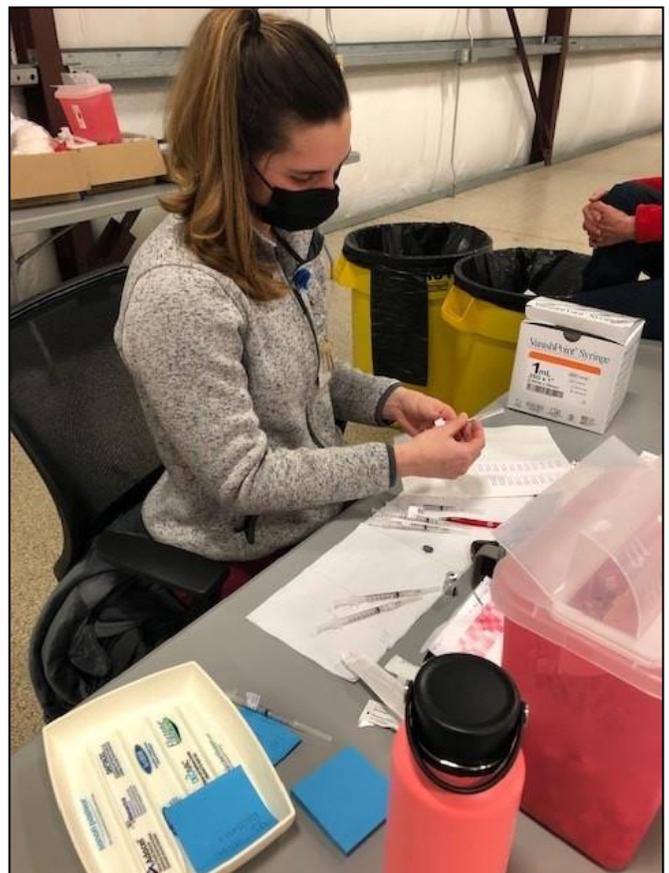
The County is the gateway to many destinations including Flathead Lake, the Whitefish Mountain Ski Resort, the Blacktail Mountain Ski Resort, Glacier National Park, several National and State forests and parks, and the Bob Marshall Wilderness area. Each area provides unique opportunities for residents and visitors to experience the outdoors. The county seat, Kalispell, offers 419 acres of maintained parkland and natural open space, including 28 city parks.

Kalispell is the retail, professional, medical, and governmental center of the Flathead Valley serving approximately 140,000 people in Northwest Montana. Art lovers can visit the Hockaday Museum of Art or any of the many galleries located in downtown Kalispell and enjoy local art fairs and festivals that are hosted in Downtown Kalispell each year.

North of Kalispell, the City of Whitefish is truly a magical place where the highest structures are trees and wildlife outnumber residents. Located in the Northern Rockies, adjacent to the peaks of Glacier National Park and Whitefish Mountain Resort, the town is surrounded by hundreds of lakes, including Whitefish Lake, and scenic rivers. The location of the valley keeps it safe from extreme climate changes encountered in other portions of Montana, making it ideal for year-round activities. The town's low-key atmosphere makes this tight-knit community a happy and warm place to visit. The locals are welcoming and willing to share their recreational passions with visitors freely swapping stories at the local galleries, coffeehouses, or saloons. With its covered sidewalk main street leading to the cultural arts center, historic depot museum, and public library, this quaint, picturesque western town offers a change from the fast-paced, hustle and bustle of urban life.



To the east of Whitefish, Columbia Falls is a small town situated along the Flathead River where the people are warm and caring, and the community is tight-knit and welcoming. Columbia Falls offers a quiet, relaxing, and safe community that is full of both new and longtime residents. The town's economy has been based on timber for over one hundred years, and more recently, tourism. More than two million visitors pass through the city each year to visit Glacier National Park whose entrance is just 17 miles to the east, and to enjoy one of the city's many locally owned stores, restaurants, delis, and saloons.



THE COUNTY

Established in 1883, Flathead County is governed by a three-member Board of County Commissioners. The County Commission serves as both the Executive and Legislative branches for Flathead County. Commissioners are elected at large to six-year staggered terms. The County Commission is responsible for County policies, subdivision review, passing resolutions and ordinances, zoning, setting appropriations, setting levies for County funds, and fire districts. The Commission sets the fees of rural improvement districts and special districts and appoints residents to boards and commissions. Flathead County also has eight elected officials representing various branches of government, which include the Sheriff, Clerk and Recorder, Treasurer, County Attorney, Clerk of Court, two Justice Court Justices of the Peace, and the Superintendent of Schools. The County operates on a 2022 adopted budget of \$117.6 million with 539.47 FTEs in 38 departments.

THE DEPARTMENT

The Flathead City-County Health Department is a public health agency providing certain statutorily mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include Environmental Health Services, Community Health Services, Health Promotion, the Flathead County Animal Shelter, and Mosquito Control. The Health Department offers primary health care services through Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development, and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs, and the Women Infant and Children program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention, and public health preparedness. The Flathead Family Planning clinic is operated under Title X of the Public Health Service Act and provides medical and reproductive health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients. The Department operates on a 2022 budget of \$1,478,869 with 67.5 FTEs.

THE POSITION

Reporting to the Board of County Commissioners and the Board of Health, the Health Officer performs administrative, supervisory, consultative, and professional public health duties for the administration, organization, and maintenance of the Flathead City-County Health Department. This position manages all employees in the Flathead City-County Health Department, either directly or through subordinate managers and supervisors, and has an opportunity to work for a Board of County Commissioners who are prepared to provide their full support for the new Public Health Officer.

Major duties for the position include reviewing, understanding, and ensuring compliance with by-laws, contracts, grants, and other legal documents that define the organization's functions; orienting the Boards with respect to trends, issues, concerns, regulatory changes, technology, and other relevant factors to facilitate the Boards' decision making processes; and providing the Boards with reports of the Department's operations and activities, providing information, analysis, and recommendations as appropriate. The position works closely with federal, state, and local officials, agencies, community health providers, and the public to ensure program efficiency and compliance with applicable laws, rules, and regulations. The Health Officer also develops systems that ensure the appropriate use, disposition, and accounting for all public funds as directed by the Boards.

For a full job description, please view the attachment found [here](#).



OPPORTUNITIES AND CHALLENGES

Leadership: The Health Officer will establish Community Relations that are built on credibility and respect.

Teamwork: The incoming Health Officer will enhance the Department's professional team, continuing to help them do their best work, and providing support when needed. The incumbent will represent the Health Department team to the Board of County Commissioners, the Health Board, and stakeholders with pride and professionalism.

Strategic Planning: Working with all parties, the Health Officer will prepare for and enact the transition from pandemic emergency to regular operations as the situation allows and deescalates.

IDEAL CANDIDATE

Education and Experience:

Per Montana Code Annotated 50-2-116 a Health Officer must have a master's degree in public health, be a physician, or have equivalent experience and education.

Necessary Knowledge, Skills, and Abilities:

- Extensive knowledge of public health principles and practices, including community health problems, preventative measures, and knowledge of local, state, and federal resources.
- Knowledge of relevant Montana Statutes and local public health rules and regulations.
- Knowledge of communicable diseases and epidemics and their prevention, sanitation and/or disinfection, and community hygiene.
- Skill in practicing good judgment, common sense, and being a proactive visionary, who is open-minded and unbiased.
- Skill delegating and empowering the staff and being a mentor/coach. Demonstrated competence in administration, leadership skills, developing budget estimates, and preparing statistical estimates and summaries.
- The ability to meet and work effectively with the Board of Health, County Commissioners, agency staff, other agencies, and the public.
- Experience supervising, guiding, and developing skills and performance of personnel.
- Solid listening skills to understand the needs of both the public and the department staff.

- The ability and willingness to travel.
- Demonstrated success in managing professional public health teams.
- Strong management skills with a forward-thinking approach.
- Experience working with a Board of County Commissioners or Board of Directors to build achievable goals that will take the agency to the next level of service.
- Political acumen to be effective within a broad range of interests.
- Excellent executive leadership skills and comprehensive knowledge of all facets of Public Health.
- The ability to ensure future-focused strategic planning is in place through the utilization of data-driven decisions.
- Exceptional written and oral communication skills which will be used to clearly communicate the policies and strategic vision to staff and citizens in a clear and concise manner.
- The ideal candidate will lead by example and set the standard for all members and must have a strong and confident presence. This person will be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- A track record for delivering results, building accountability for staff at all levels, and creating a positive working environment characterized by teamwork and innovation.
- The ability to communicate with community members on a timely basis regarding the mission, needs, and goals of the organization.



COMPENSATION & BENEFITS

- **UP TO \$125,000 DOQ**
- Health, Dental, and Vision Insurance.
- Life Insurance and AD&D.
- Long Term Disability.
- Montana PERS.
- Flex Plan available.
- Optional supplemental insurance including Aflac, Travelers Car & Home Insurance, and Free Employee Assistance Plan.
- 15 Days of vacation per year. Increases with longevity.
- 12 Days of paid sick leave per year.
- 10 Holidays per year.

For more information on the County,
please visit:

www.flathead.mt.gov



Flathead County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 13, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**Flathead County, MT – Health Officer**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

PROTHMAN

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