

RAVALLI COUNTY POSITION DESCRIPTION

Position:	Health Officer
Department:	Ravalli County Health Department
Responsible to:	Ravalli County Board of Health
Classification:	Professional, Exempt, Part-time
Compensation:	\$2,000.00 / month (estimated 40 hours per month) \$60.00 per hour for hours worked over 40 hours per month (DOE & DOQ)

I. Position Summary

Along with the statutory powers and duties set out in 50-2-118, MCA, the county health officer (“health officer”) assesses community health needs and develops programs, services, and policies, as appropriate. The health officer assists in budget preparation to ensure adequate funding of essential public health services. The health officer has responsibility in the areas of environmental health, communicable disease control, maternal and child health, family planning, women, infants and children’s program (WIC), health promotion and disease prevention. Additionally, the health officer provides leadership during public health emergencies.

II. Statutory Responsibilities (50-2-118, MCA)

In collaboration with federal, state, and local partners, the county health officer shall:

- make inspections for conditions of public health importance and issue written orders for compliance or for correction, destruction, or removal of the condition;
- take steps to limit contact between people in order to protect the public health from imminent threats, including ordering the closure of buildings or facilities where people congregate and canceling events;
- report communicable diseases to the Department of Public Health and Human Services (“department”) as required by rule;
- establish and maintain quarantine and isolation measures as adopted by the local health board; and
- pursue actions with the appropriate court if violations occur.

III. Additional Responsibilities

In addition to the responsibilities set forth above, the health officer:

- provides leadership and acts as technical resource for all departments under the local health board;
- provides quarterly reports on sanitary conditions in the county to the local health board;
- serves as spokesperson and representative among all components of the local health board;
- notifies the Health Department of changes in membership of local health board;
- validates state licenses in accordance the Montana Code;
- serves as liaison with local, state, federal and private officials and agencies.
- attends County Commissioner, local health board, community, and state meetings, as required;
- coordinates department activities with local, state and federal agencies;
- provides consultation to the local health board, Sanitarian, WIC and Public Health Nursing;
- evaluates relevant programs and provides consultation to the board of health regarding program effectiveness;
- assists in developing funding for department programs;
- advocates for educational studies and promotion of research in areas of public health;
- initiates and leads epidemiologic studies of public health importance;
- accompanies staff on inspections and field investigations, when warranted; and
- performs other duties, as necessary, within the scope of the public health office.

IV. Required Knowledge, Skills, and Abilities

The health officer shall have the following knowledge, skills, and abilities:

- thorough knowledge of the principles and practices of public health development and administration;
- knowledge of principles and practices of medicine, medical conditions and disorders, medical treatment methods, techniques, theories, applications, and procedures;
- knowledge of public health standards and practices;
- knowledge of health outcome standards;
- knowledge of county, state, and federal regulations and policies related to public health;
- understanding of funding resources and ability to secure funding relative to public health programs;
- ability to develop and maintain collaborative networks;
- knowledge of ethical guidelines;
- knowledge of state, federal and county laws and regulations;
- knowledge of agency structure and organization;
- extensive knowledge and skill in funding public health programs;
- skill in analytic, persuasive and communicative dialogue;
- skill in policy-making;
- skill in constituency building and networking; and
- ability to communicate well in both verbal and written forms to various audiences.

V. Qualifications and Experience (50-2-116, MCA)

The health officer must be either (1) a physician¹; (2) a person with a master's degree in public health; or (3) a person with equivalent education and experience, as determined by the department. The health officer should have three years of service in the field of Public Health with demonstrated experience in leadership, administration, and supervision. Preference will be given to a licensed physician (or a person eligible to be licensed by the State of Montana to practice medicine).

Interested parties should submit a completed Ravalli County application, cover letter, and resume to:

**Ravalli County Human Resources
215 S. 4th Street Suite B
Hamilton, MT 59840
(406) 375-6519
or to HR@rc.mt.gov**

**Ravalli County applications can be downloaded from our website:
<https://ravalli.us/176/Human-Resources>**

¹ A physician is an individual licensed pursuant to Title 37, chapter 3 of the Montana Code. 50-5-1301, MCA. A "physician" means a person who holds a degree as a doctor of medicine or doctor of osteopathy and who has a valid license to practice medicine or osteopathic medicine in this state. 37-3-102(12), MCA.