



Public Health

Idaho North Central District



JOB RESPONSIBILITIES: PUBLIC HEALTH DISTRICT DIRECTOR

The District Director is appointed by the Board of Health with job responsibilities defined in Idaho Code (39-413) to wit:

1. To be secretary and administrative officer of the Board of Health
2. To prescribe such rules and regulations, as may be necessary for the government of the district, the conduct and duties of the district employees, the orderly and efficient handling of business and the custody, use and preservation of the records, papers, books and property belonging to the public health district.
3. To administer oaths for all purposes required to discharge of his/her duties.
4. With the approval of the district board to:
 - a. Prescribe the positions and qualifications of all personnel.
 - b. Fix the rate of pay, appoint, demote, and separate employees.
 - c. Create such units and sections as are or may be necessary for the proper and efficient functioning of the duties imposed.

Public Health – Idaho North Central District Director's responsibilities are inclusive of but not limited to:

- Plan, organize, direct, coordinate and administer public health programs for PH-INCD.
- Coordinate District programs and functions with state and federal programs and other departments and agencies, state and local.
- Develop and present recommendations to the District Board of Health on methods, policies, services, and programs aimed at improving public health and Health District operations in an efficient and cost-effective manner.
- Implement policies, as directed by the District Board of Health; monitor performance to ensure the efficient delivery of services, consistency with Health District practices, compliance with all applicable regulations, and adherence to Health District's strategic objectives.
- Develop and interpret administrative policies regarding the administration of public health functions and activities and the enforcement of Public Health laws and regulations.
- Lead the development of strategic plans and objectives, organizational strategy, policy, and organizational culture for the Health District.
- Monitor and track public health trends and best practices; participate on various committees and task forces related to public health to advance the strategic goals of the Health District and District Board of Health.
- Effectively represent the Health District in meetings with public officials, jurisdictional/agency representatives, private industry, and members of the public to provide education and outreach, resolve problems, negotiate agreements, and study potential changes that impact the Health District.
- Direct Health District communications and effectively communicate internally, through media, and with the public.
- Prepare, present, and administer the district's budget, controlling fiscal expenditures and revenues.
- Supervise staff, which includes establishing performance standards, evaluating performance, administering discipline, and making hiring decisions in accordance with District policies and procedures.
- Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.