

# PUBLIC HEALTH DISTRICT DIRECTOR

*Lewiston, Idaho*

## Job Type:

Full-time, non-classified  
Executive Exempt

**Salary \$120,000 - \$140,000**

## Plus, complete benefit package:

- PERSI Retirement System
- Full medical, dental and vision
- Paid vacation and sick leave
- 11 paid holidays/year
- Life insurance at no cost
- Short & Long Term Disability

Public Health - Idaho North Central District covers the five north central counties of Idaho, with the headquarters office located in Lewiston, Idaho. There are seven public health districts in Idaho, each governed by a separate Board of Health.

[www.IdahoPublicHealth.com](http://www.IdahoPublicHealth.com)

[Idaho Public Health Districts](#)

## Mission

**Serving as the Region's Leader to:**

**PREVENT** Disease

**PROMOTE** Healthy Lifestyles

**PROTECT** and **PREPARE** the Public  
Against Health Threats



# Public Health

## Idaho North Central District



## District Director

The Public Health - Idaho North Central District Board of Health is in search of an experienced public health leader to strategically lead the Health District while focusing on the mission of public health in the five north central counties of Idaho.

## Basic Function

Lead, direct, and administer the programs and services of Public Health - Idaho North Central District (PH-INCD). Provide leadership in assessing community health needs, and planning and implementing comprehensive public health services to achieve PH-INCD's mission. Develop, recommend and promote public health policy; serve as the local public health authority under [Idaho Code 39-413](#); lead efforts to improve public health services and performance within the North Central Health District. The Director is appointed by the Public Health - Idaho North Central District Board of Health, a seven-member Board made up of representatives from the five north central counties of Idaho. The District Director will lead a workforce of over 50 employees working to deliver a multitude of public health services and programs to communities in north central Idaho. The Director will be a leader in public health with the ability to play a prominent role in the community.

The ideal candidate will possess the following competencies:

- A commitment to and experience in creating a diverse, successful workforce.
- A high level of integrity and strong ethics and values. Lead by example and display honest and ethical behavior in all interactions.
- Ability to objectively coach and mentor leaders and staff at all levels through complex, nuanced, and at times difficult issues.
- Ability to establish strategic direction aligned with organizational strategies and outcomes.
- A commitment to balance strategic goals with fiscal accountability.

### **Example of Duties**

- Direct the development of PH-INCD's strategic planning by establishing measurable program outcomes.
- Final authority on hiring, employee discipline, terminations, and performance management within the parameters of the PH-INCD policies.
- Provide guidance and direction on the day-to-day operations of the Health District.
- Direct the development and management of the Health District's budget.
- Oversee PH-INCD's community health assessment/community health improvement plan to meet the needs of residents, while addressing state and national accreditation standards and requirements.
- Collaborate with residents, public and private agencies, community organizations, city officials, county commissioners and legislators to promote and achieve public health goals throughout North Central Idaho.
- Maintain open communication and provide program updates to the Board of Health through regular or special board meetings, board reports, and other matters that are of concern to the Board.
- Direct public health emergency preparedness and planning efforts through leadership and management of responses to public health emergencies or crises.

### **Education and Experience**

- A Master's degree in Public Health, or one of the following: Business Administration, Community Health, Environmental Health, Nursing or a related area of study.

Or:

- Bachelor's degree in health or science related field with
- 10 years of equivalent training and experience.

And:

- At least five years of progressively responsible management and supervision, with program administration experience in public health serving at a senior management level.
- public health representative in a community group or organization.
- development and management of public finances/budgeting.

### **Application and Screening Process**

This is a non-classified, exempt, at-will position. Applicants can apply by sending a cover letter and resume directly to Public Health - Idaho North Central District's Board of Health at [BoH@phd2.idaho.gov](mailto:BoH@phd2.idaho.gov). Please include three professional references with contact email, phone number and length of time you have known the reference.

Interested candidates must apply no later than April 5, 2024. Applicants will be screened and ranked according to relevant education and experience. All applications will be submitted to the Board of Health for consideration.

### **Criminal Background Checks**

All employment offers may be conditional upon the applicant passing a criminal background check.

### **Equal Opportunity Employer**

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation, please let us know by contacting Public Health - Idaho North Central District's Human Resources office.