

CITY OF



MELROSE

Health Department
City Hall - 562 Main Street
Melrose, Massachusetts 02176
(781)979-4130 fax (781)979-7696
health@cityofmelrose.org

Job Description

Title: Tobacco Control Program Director
Department: Health
Supervisor: Health Director
Status: Full time, no- union Level 14

Summary:

The Tobacco Control Program Director administers the regional tobacco control program, maintains tobacco retail and data, enforces state and local regulations, provides policy promotion and community education.

Responsibilities:

- Responsible for management of state grant, development and implementation of action plan and other functions are required by the state grant
- Coordinate and implement youth access compliance checks
- Coordinate and implement enforcement of tobacco related regulations and ordinances
- Act as resource to the Board of Health members and community
- Represent the Department in city and regional committees, task forces and meetings
- Provide information to the Board of Health concerning policies and regulations regarding tobacco
- Provide merchant and worksite education
- Prepare MTCP monthly program reports and quarterly fiscal reports
- Attend and participate in all MTCP regional meetings and trainings
- Other duties as assigned

Qualifications:

Education and experience:

- Bachelor Degree in related field, Masters Degree preferred
- Experience in community organization and/or human services
- Working knowledge of Word and Excel
- Ability to work independently

- Prior experience in related field such as public health inspections, loss protection, or investigations
- Knowledge of inspection techniques
- Knowledge of freedom of information act and open meeting laws
- Knowledge of the court system and administrative hearing
- Knowledge of tobacco industry tactics and influence in communities
- Experience addressing health inequities through policy, systems, and environmental change strategies
- Familiarity with basic program evaluation concepts and program reporting
- Ability to pass CORI and SORI checks
- Basic knowledge of public health and how tobacco control relates to other public health issues
- Flexibility to work in a changing environment

Knowledge, Skills and Abilities

- Ability to understand, apply, and explain state and local tobacco control laws and regulations
- Experience maintaining accurate records and files
- Ability to prepare a case for a hearing and present the case in court or before the board of health
- Ability to understand how city and town government functions and their structures
- Ability to understand political, economic, and social environments of each of the communities served and how they differ
- Experience dealing tactfully with other including business owners, employees, and the general public
- Ability to work with small business owners and staff across cultures
- Ability to train and supervise youth doing compliance checks
- Ability to develop and manage program budget
- Ability to meet reporting requirements to DPH
- Ability to prioritize activities and develop a work plan based on DPH scope of services, available resources, and the needs of the collaborative area
- Ability to work a flexible schedule including nights or on weekends for compliance checks and inspections as well as attend evening board of health meetings
- Safe driving record and valid motor vehicle license
- Access to reliable private transportation for work-related travel

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to walk, sit, drive, talk and/or hear, and use a keyboard.