

DEPARTMENT OF COMMUNITY SERVICES

TOWN OF HANOVER

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MUNICIPAL INSPECTIONS: (781) 826-6400
JOHN CURTIS LIBRARY: (781) 826-2972
COUNCIL ON AGING: (781) 924-1913
VISITING NURSES: (781) 826-4971



CONSERVATION: (781) 826-5950
PLANNING: (781) 826-5950
BUILDING: (781) 826-5950
HEALTH: (781) 826-5289

TO: Bulletin Boards at Town Hall, School Department, Library, COA, DPW, Fire and Police Departments and the Town Website

FROM: Tammy Murray, Acting Director of Community Services

DATE: May 30, 2018

NOTICE OF VACANCY

PART-TIME TOBACCO PROGRAM COORDINATOR FOR SOUTH SHORE TOBACCO CONTROL PROGRAM

The Program Coordinator position is a 19-hour per week position that is dependent upon continued yearly funding of a grant from the Massachusetts Department of Public Health. The Coordinator will be responsible for the overall operations of the South Shore Tobacco Control Program and will be supervised by the Hanover Board of Health. He/she should possess excellent organizational skills, the ability to effectively handle multiple priorities and have a strong work ethic.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop and implement on a timely basis tobacco control work plans for the five communities including policy development/enforcement and retailer education. Develop and accurately monitor program budget. Ensure timely submission of all Collaborative reports, including submitting programmatic and fiscal quarterly reports to the Massachusetts Department of Public Health. Coordinate and provide merchant(s) and accompanying community education regarding minor access and second hand smoke exposure issues. Attend policy development coalition meetings as appropriate. Work with Board of Health in the five communities to strengthen local tobacco control policies and regulations. Develop work plans and other activities with other Massachusetts Tobacco Control (MTCP) grantees. Participate in meetings/trainings including MTCP Coalition meetings and attend all trainings/meetings required by the MA Department of Public Health. Travel throughout the five communities as needed. Attend occasional events/meetings which may occur outside normal working hours. Recruit and train youth for compliance checks according to MA Department of Public Health guidelines. Conduct tobacco control youth access compliance checks of tobacco retail establishments in the five communities. Conduct inspections of new tobacco retailers and inspect workplaces when there is a smoke-free workplace violation complaint. A valid Massachusetts driver's license, satisfactory driving record, reliable transportation shall be needed and adequate automobile insurance coverage. Manage mileage report.

Duties require a Bachelor's Degree in Public Health, Public Policy or related field, and experience working with health issues, community-based programs and local government with knowledge of tobacco and issues preferred, or any equivalent combination of education and experience. Excellent verbal and written communication skills and computer proficiency required.

The position is part-time working 19 hours per week. The salary range is \$25.00 - \$28.00 per hour depending on experience. Please submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or via e-mail: ann.lee@hanover-ma.gov. The posting will remain open until 12:00 p.m. on June 18, 2018, or until the position is filled. (Posted 5-30-18)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.

WWW.HANOVER-MA.GOV

Town of Hanover Job Description

Job Title: Tobacco Program Coordinator for South Shore Tobacco Control Program
(Hanover, Norwell, Pembroke, Rockland and Weymouth)
Department: Department of Community Services
Reports To: Director of Community Services
FLSA Status: Exempt
Prepared By: Tammy Murray/Ann Lee
Revised By:
Prepared Date: May 2018
Approved By: Joseph Colangelo, Town Manager
Approved Date: May 2018

SUMMARY

The Program Coordinator position is a 19-hour per week position that is dependent upon continued yearly funding of a grant from the Massachusetts Department of Public Health. The Coordinator will be responsible for the overall operations of the South Shore Tobacco Control Program and will be supervised by the Hanover Board of Health. He/she should possess excellent organizational skills, the ability to effectively handle multiple priorities and have a strong work ethic.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement on a timely basis tobacco control work plans for the five communities including policy development/enforcement and retailer education.
- Develop and accurately monitor program budget.
- Ensure timely submission of all Collaborative reports, including submitting programmatic and fiscal quarterly reports to the Massachusetts Department of Public Health.
- Coordinate and provide merchant(s) and accompanying community education regarding minor access and second hand smoke exposure issues. Attend policy development coalition meetings as appropriate.
- Work with Board of Health in the five communities to strengthen local tobacco control policies and regulations.
- Develop work plans and other activities with other Massachusetts Tobacco Control (MTCP) grantees. Participate in meetings/trainings including MTCP Coalition meetings and attend all trainings/meetings required by the MA Department of Public Health.
- Travel throughout the five communities as needed. Attend occasional events/meetings which may occur outside normal working hours.
- Recruit and train youth for compliance checks according to MA Department of Public Health guidelines.
- Conduct tobacco control youth access compliance checks of tobacco retail establishments in the five communities.
- Conduct inspections of new tobacco retailers and inspect workplaces when there is a smoke-free workplace violation complaint.
- Coordinate and staff tobacco collaborative meetings.

EDUCATION AND/OR EXPERIENCE

Duties require a Bachelor's Degree in Public Health, Public Policy or related field, and experience working with health issues, community-based programs and local government with knowledge of tobacco and issues preferred, or any equivalent combination of education and experience. Excellent verbal and written communication skills and computer proficiency required.

KEY COMPETENCIES

• Strong organizational skills • Excellent attention to detail • Reasonable judgment • Strong verbal and written communications skills • Problem-solving skills

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software, Word Processing software, and Presentation software (PowerPoint). Preferable knowledge of Microsoft Office programs.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty professionally, accurately and on a timely basis. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute formulas and to use software to draw and interpret bar graph.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

MANUAL SKILLS

Responsibilities require application of manual skills for lengthy portions of time where accuracy is critical.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software, Word Processing software, and Presentation software (PowerPoint).

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Massachusetts driver's license and reliable transportation shall be needed. A satisfactory driving record, and adequate automobile insurance coverage. Manage mileage report.

PHYSICAL DEMANDS

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. The employee must occasionally lift and/or move up to 25 pounds.

WORKING HOURS

This is a part-time position and is expected to work a minimum of 19 hours per week in accordance with the hours Hanover Town Hall is open.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have read this job description. I understand the responsibilities assigned to this position. I certify that I can perform these functions.

_____ Employee Signature	_____ Date	_____ Supervisor's Signature	_____ Date
_____ Print Name		_____ Print Name	