

# MEDINA COUNTY COMMISSIONERS

Position Description

Tobacco Coordinator

Medina County Drug Abuse Commission



## SUMMARY

The Tobacco Coordinator of the Medina County Drug Abuse Commission (MCDAC) reports directly to the Executive Director of the Medina County Drug Abuse Commission: Coordinates, disseminates, receives and reviews grant fund applications for tobacco prevention and cessation; Works with appropriate agencies to identify needs and/or available resources within the county; Plans, organizes, directs and coordinates department activities to support the Ohio Tobacco Use Prevention and Control Foundation's (TUPCF) mission; Assesses data to determine service gaps in Medina County; Disseminates information as appropriate; Works with law enforcement agencies regarding Tobacco Compliance checks; Conducts, coordinates and disburses information regarding training opportunities for tobacco prevention and cessation services.

## PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Manages subgrants and vendor contracts in accordance with TUPCF's Grants Administration Manual. Responsible for the day-to-day management, administration and support functions of Medina County Tobacco Information and Prevention Coalition (MCTIP) for subgrants associated with tobacco. Serves as the main liaison between MCTIP and its member organizations. Develops, disseminates, receives and reviews grant applications for substance abuse education, enforcement and treatment programs. Advises subgrantees and vendors of TUPCF's procedures. Assists the MCDAC Executive Director in obtaining required legal documents, coordinating funding and monitoring activities of TUPCF grant funded programs. Collects information regarding tobacco control programs, services and resources throughout Medina County. **Time spent: 35%**
- II. Assists with ongoing, detailed, long & short-term fiscal analysis of grants. Advises alternative funding strategies for spending based upon available funds, existing funding obligations, grant limitations and restrictions, as well as developing long-range funding plans. Responsible for the timely preparation or renewal proposals; submission of paperwork for possible extension periods and incremental funding requests. Oversees the day-to-day operations of post-award activities. Submits grant proposals to support further tobacco control activities and communicates same with subgrantees. **Time spent: 20%**
- III. Works with appropriate agencies to identify needs and/or available tobacco resources within the county. Works to encourage countywide coordination of programs. Compiles and maintains data for program evaluation and development. Assesses data to determine tobacco control service gaps in County. Researches appropriate federal, state, and local requirements to facilitate compliance by all parties. **Time spent: 15%**
- IV. Plans, organizes, directs and coordinates MCTIP activities to support TUPCF functions. Recruits countywide representation to The MCTIP Coalition to reflect the diversity of Medina County. Reports monthly to the MCTIP Coalition and MCDAC Executive Director. Performs related duties as assigned. Works with law enforcement agencies to target sale of tobacco to youth. Works with the Ohio Investigative Unit of the Ohio Department of Public Safety in assisting in the organization of compliance check points in retail establishments to curb sale of tobacco to youth. **Time spent: 15%**

Class #: 61611C    Class Title: Tobacco Coordinator I    Position Control #:    Normal Wrkg Hrs 24 hours per week  
County of Employment: Medina County    Working Title: Medina County Tobacco Coordinator    Pos # & Title of Supervisor: 10000.0,  
Executive Director of Medina County Drug Abuse Commission.

- V. Disseminates information as appropriate including public information, written communication. Performs speaking engagements on behalf of the Commission. Develops and targets appropriate population base to improve awareness, knowledge and attitude toward tobacco usage. Conducts training on tobacco use and prevention in County school districts. Works with others in establishing smoking cessation programs throughout county. **Time spent: 10%**
  
- VI. Performs other duties as assigned. Maintains confidentiality of protected information. **Time spent: 5%**

**Class Title/Position Number of Position(s) Supervised: None.**

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>KNOWLEDGE ^ SKILLS ^ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge	(1) TUPCF Grant funding policies and procedures and applicable local, state, federal and regulations. (2) Federal, state and/or community funding sources & mechanisms. (3) Knowledge of mathematics. (4) Office practices & procedures*; (5) Administrative procedures; (6) County personnel policies*;	Coordinates, disseminates, receives and reviews grant fund applications for tobacco prevention and cessation;  Works with appropriate agencies to identify needs and/or available resources within the county;  Coordinates assistance with the policies and procedures of the county and funding agencies.  Advises subgrantees and contract vendors on TUPCF grant procedures.
Skills:	(7) Records maintenance; (8) Work effectively with wide range of constituencies in a diverse community. (9) Information research skill. (10) Database management skills. (11) Proposal and grant writing skills. (12) Organizing and coordinating skills. (13) Complete routine forms; (14) Write & prepare meaningful reports & memorandum; (15) Excellent problem solving skills.	Assists Executive Director with, long- & short-term fiscal analysis of grants.  Coordinates funding strategies for spending based upon available funds, existing funding obligations, grant limitations and restrictions,  Assists Executive Director with timely submission of paperwork for possible extension periods and incremental funding requests to TUPCF
Ability:	(16) Perform complex tasks & prioritize multiple projects (17) Communicate effectively, both orally and writing. (18) Prepare RFPs, reports and proposals. (19) Make administrative/procedural decisions & judgments. (20) Analyze budgetary line items within budget guidelines. (21) Provide advice & information in areas of expertise. (22) Work cooperatively with co-workers, Commission members, various agencies & citizenry of Medina. (23) Handle sensitive interactions, telephone calls and face-to-face contact with the public, Commission members, and agencies; (24) Work with limited supervision; (25) Share & safeguard information as may be required; (26) Define problems, collect data and facts and draw logical conclusions and then negotiate solutions; (27) Prepare & complete required paperwork mandated by federal, state and local agencies*; (28) Travel independently throughout county; (29) Function independently and have personal integrity; (30) Close vision and ability to adjust focus; (31) With or without accommodations, talk, hear, stand, walk, use stairs, sit; use hands to fingers, handle or feel objects, tools, or controls; and reach with hands and arms;	Works with appropriate agencies to identify needs and/or available tobacco resources within the county.  Encourage countywide coordination of tobacco programs.  Compiles and maintains data for program evaluation and development.  Reports monthly to MCTIP Coalition and MCDAC Executive Director.  Plans, organizes, directs and coordinates department activities to support MCTIP Coalition.  Prepares and completes all mandated paperwork .  Answers routine questions & inquiries;

\* Developed after employment

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### **QUALIFICATIONS**

- 1) 4-yr degree from an accredited college or university.
- 2) Experience working directly with grant funded programs.
- 3) Knowledge of financial budgeting and grant administration.
- 4) Good public-speaking, public education and presentation skills.
- 5) Ability to research and interpret local, state, and federal policies.
- 6) Valid Ohio Driver's License and clean driving record.
- 7) Experience using computer systems, systems applications, and other office equipment.
- 8) Experience in one or more of the following areas: health education, social work, volunteerism, or community development.

### **COMPETENCIES / ESSENTIAL FUNCTIONS**

The 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

- Ability to travel independently throughout the county.
- Must be able to function independently.
- Mental capacities to make independent decisions.
- Maintain automobile insurance coverage and have access to an automobile.
- While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required for close vision and ability to adjust focus.