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**Tobacco Inspector/Trainer
Massachusetts Health Officers Association (MHOA)**

I. Position Description

The Tobacco Control Inspector/Trainer is responsible for providing merchant education, conducting retail inspections and compliance checks to tobacco vendors, and providing training for local board of health/shared services arrangement staff on how to perform these tasks. This position reports to the Tobacco Control Director.

II. Duties and Responsibilities

- Accept weekly/monthly work assignments from the Tobacco Control Director.
- Complete all work assignments accurately in the specified time period, using DPH/MTCP approved protocols.
- Enter data into the POST system live in the field, and complete any necessary follow-up paperwork.
- Recruit and supervise buyers under the age of 21, facilitate their online and practical training, and provide them with supervision during the compliance check process.
- Provide practical training to local board of health staff to assist them in incorporating tobacco control into their daily work.
- Attend and participate in Board of Health/Court hearings as needed.
- Attend and participate in Tobacco Control meetings as needed.
- Meet weekly with the MHOA Tobacco Control Director to discuss progress and challenges in service delivery.
- Conduct follow-up as needed and/or directed by the Tobacco Control Director.
- Submit timesheets and expense documentation on a bi-weekly basis.
- Perform other similar job-related duties as requested or required.
- Follow all provisions and policies contained in the MHOA Employee Handbook.

III. Qualifications

- Broad knowledge of the functions of local health departments, including knowledge of tobacco issues and experience with enforcement-related activities is preferred.



- Must be a Massachusetts resident and able to commute to in-person meetings when needed
- Ability to meet specified timelines in an independent manner.
- Attention to detail and accuracy are essential.
- Participate in required and ongoing training.
- Ability to supervise youth under the age of 21 performing compliance checks is required.
- Ability to work independently or in a team environment as needed.
- Non-smoker and have a valid driver's license and personal vehicle for transportation. This vehicle must be in good working order, be registered and insured.
- Maintain a home office with internet and cellular communication.
- Committed to racial equity, and building and supporting a diverse workplace
- Bachelor's degree in public health (or similar) is preferred.

An equivalent combination of education and experience which provides proficiency in the areas of responsibility listed above may be substituted for the above education and experience preferences.

IV. Working Conditions/Physical Demands

This position primarily works remotely and is contingent upon continued grant funding, anticipated through June 30, 2026. Significant automobile travel within Massachusetts is required. Approximately 75 percent of time will be spent in the field, and 25 percent at a home office. The employee operates standard office equipment. The workload can fluctuate due to the annual conference and seminars/training. The employee will have regular interactions with the Board of Directors, MHOA members, municipal and state organizations. Contacts are in person, by telephone, email, virtual and in writing, and require excellent interpersonal and communication skills.

V. Hours and Compensation

30 to 37.5 hours per week, \$65,000 to \$82,000 annually, commensurate with experience, plus insurance stipend and paid holidays.

At MHOA, we are committed to fostering a diverse and inclusive workplace. We believe that our employees' unique experiences, perspectives, and skills contribute to our success. We provide equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic.

We are dedicated to complying with all applicable federal, state, and local laws concerning non-discrimination and anti-harassment. MHOA also makes reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state or local law. If you require assistance or an accommodation during the application process, please contact us at info@mhoa.com.

The job description above is intended to outline the general nature and level of work being performed by individuals in this position. It is not exhaustive of all responsibilities, duties, or skills required. MHOA reserves the right to modify or amend this job description at any time based on business needs, process improvements, or other operational requirements. Employees may be assigned duties outside of their normal responsibilities as needed.

Applications will be accepted on a rolling basis until the position is filled, with preference given to those who apply by October 15, 2024. To apply, submit a cover letter and resume to Sarah McColgan, smccolgan@mhoa.com.