

# Tobacco Policy and Control Program Manager

**ORGANIZATIONAL APPOINTMENT:** Division of Chronic Disease Prevention (Get Healthy Philly), Philadelphia Department of Public Health

**NUMBER OF POSITIONS:** 1

**GENERAL POSITION DESCRIPTION:** The Tobacco Policy and Control Program Manager will direct the planning, development, coordination, monitoring, and evaluation of program services in Tobacco Control. An employee in this class will oversee the work of staff and subcontractors in: providing services; evaluating the delivery of services provided directly by the City; promoting local tobacco control policies; and educating public audiences on tobacco control issues. Significant aspects of the work include frequent contact with other program administrators, managers, specialists, and representatives of contracted and governmental agencies to coordinate program goals and procedures, resolve funding and programmatic issues, and ensure delivery of the appropriate health services. This position includes the supervision of subordinate supervisory, administrative, technical, program, and clerical staff. This position reports to the Director of Policy and Planning.

## **SPECIFIC ACTIVITIES**

The Tobacco Policy and Control Program Manager will:

- Direct the development, implementation, operations, coordination, and evaluation of program services in the area of tobacco control; set program priorities; advise staff of policies and goals; document program guidelines and procedures; direct staff to implement procedures; evaluate recommendations submitted by staff; monitor and approve management or service goals and timetables set by staff; communicate PDPH priorities to staff.
- Develop, draft, and write plans for the program; identify service and policy priorities in the area of tobacco control.
- Formulate policy recommendations in the area of tobacco control; identify issues which indicate a need for new policy statements; collaborate with agencies in developing recommendations for new policies.
- Review federal, state, and local bulletins to identify new and revised rules, regulations, proposal requests, and related information that have a potential effect on programs; distribute information to the appropriate parties.
- Respond to requests from public audiences (news media, personal correspondences) about tobacco control work.
- Promote professional development by providing staff training; conduct staff conferences and consult with subordinates in complex problem areas; lead meetings and assist in the formulation and coordination of overall program objectives in the area of tobacco control.
- Supervise subordinate supervisory staff (who supervise program staff); help supervisory staff develop and review workplans, and review work products and work progress of second-level staff; strategize with supervisors on provision of feedback and support; provide guidance on performance evaluations and provides formal review of performance evaluations; give feedback on management approach and provides ideas on how to inspire optimal performance; and advise on administrative and disciplinary issues.
- Develop grant proposals to expand on PDPH's tobacco control work; report regularly to funders on progress toward stated goals; develop tools for staff to report on progress toward program deliverables; ensure timely submission of programmatic and fiscal reports to funders.
- Work with staff and subcontractors to coordinate media and marketing materials that promote programs and services.

- Review new and continuing program proposals submitted by agencies seeking funding for tobacco control; conduct Requests for Proposal (RFP) process for selecting partner agencies; recommend modifications in accordance with federal, state, or local requirements; prepare recommendations to grantor agencies / community groups.
- Convene regular provider meetings; collaborate and meets with inter-governmental and provider agency personnel; coordinate programmatic review of provider performance through site visits and provider assessments.
- Review and evaluate federal, state, and private sources of funding for services and research; interpret funding laws and regulations.
- Prepare and submit periodic reports of program activities and achievements for public audiences; compile data and information to be used in projecting program needs and evaluating program progress; recommend program improvements to superior.
- Develop and maintain working relationships with community agencies and organizations; co-facilitate the SmokeFreePhilly Coalition.
- Develop and revise budgets; monitor program expenditures; manage fiscal and programmatic audits.
- Maintain awareness of the emerging evidence-base on tobacco control issues; institute evidence-based practices for staff and subcontractors.
- Develop programs to create community awareness of service availability.
- Perform related work as required.

## **REQUIRED QUALIFICATIONS**

- Completion of a Master's degree program at an accredited college or university in the area of social or behavioral sciences, education, nursing administration, public health, public administration, business, or another related field. (A doctorate degree in one of the above-named areas of specialization is preferred.)
- Five years of administrative, technical, or social work experience in public or private sectors in tobacco prevention, which includes at least three years of program management.

### **OR**

Any equivalent combination of education and experience determined to be acceptable by the Department of Public Health which has included at least three years of relevant work experience and a Bachelor's degree as an educational minimum.

## **RESIDENCE REQUIREMENT**

- The employee must establish a bona fide residence in Philadelphia within six (6) months of appointment, and must thereafter maintain bona fide residence in Philadelphia.

## **SALARY**

- Salary range is \$80,000 – \$95,000, and is commensurate with experience and qualifications.
- This is a one year grant funded position with twelve months of approved funding available through June 30, 2013. There is an opportunity for annual renewals contingent upon the availability of additional grant funding.