

Jurisdictional Class: Competitive  
Adopted: May 11, 2005  
Revised: December 14, 2011

**TOBACCO CONTROL PROGRAM ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the responsibility for assisting with implementation of tri-county tobacco control program activities utilizing the concepts of public health prevention including public information and referral and community education and outreach. This position involves a great deal of public contact. The work is performed under the general supervision of the Senior Public Health Educator with leeway allowed for the exercise of independent judgment in carrying out the more basic details of the work. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in tri-county tobacco control program activities utilizing the concepts of public health prevention;  
Performs routine tobacco assessments for compliance tracking;  
Assists with the implementation a Comprehensive Tobacco Control Program in local schools, businesses, work sites, etc.;

Assists with community outreach and educational services regarding negative health affects of smoking and being exposed to second hand smoke, dangers of smoking while pregnant, etc.;

Assists with the distribution of tobacco cessation products;  
Supports and promotes the Clean Indoor Air Law;  
Assists in the implementation of the New York State Department of Health Comprehensive Tobacco Control Program initiatives in the tri-county area and provides over-site;  
Attends necessary tobacco control meetings and training meetings;  
Assists with required New York State Department of Health program reports and prepares a variety of records and correspondence related to the work;  
Reports activities in the New York State Tobacco Control Community Activity Tracking System;  
Participates in activities and meetings related to the Adirondack Tobacco Free Network or other partnerships, and may take minutes, assists in providing training, and distributes tobacco control program information;  
Assists in the compilation and analyzation of local tobacco control data to share with the Adirondack Tobacco Free Network and the general public;  
Assists in the Development of contacts with mass media, may prepare press releases, and assists in responding to media requests;  
Assists in the development of annual program budget and assists in the voucher/purchasing process;  
Understands and follows department policies, procedures, rules and regulations;  
Keeps abreast of current legislation and its impact on each agency setting as well as the community;  
Participates in training for Incident Command System, emergency response and drills, and responds to community emergencies/disasters as part of the Public Health Response requirements;  
Participates in leadership activities including orientation of new staff and participates in teams addressing work improvement projects.

## Tobacco Control Program Assistant

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of program management as they relate to the Comprehensive Tobacco Control Program;

Good knowledge of the techniques used in providing information and referral services;

Knowledge of promotional, public relations, and educational techniques relating to an on-going tobacco control program;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective relations with community agencies and people with diverse cultural, economic, and social backgrounds;

Ability to work well with the public and agency staff;

Ability to speak clearly and effectively to individuals and to groups.

Ability to understand and complete financial and billing processes needed to assist with reimbursement;

Sound judgment;

Flexibility.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two (2) years of experience in a public health or human services field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Assignments made to employees of this class require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely and efficient manner.