# Alcohol Beverage Board Administrator

**Grade: 7**

**FLSA: Exempt**

**Date: 01/18**

**Job Summary:** Maintains all alcohol license files; process licenses, complaints, renewals, and violations; ensures compliance with relevant County and State laws and regulations; performs other duties as assigned.

**Essential Functions:**

1. Maintains all alcohol license files;
2. Processes alcohol licenses, complaints, renewals, and violations;
3. Ensures compliance with relevant articles, laws and regulations of the County and State;
4. Reviews license applications and verifies corrections and validity of all information presented;
5. Consults with and makes recommendations to the Inspector and Alcohol Enforcement Coordinator;
6. Maintains current knowledge of new and existing relevant legislation;
7. Summons licensees and witnesses to appear at hearings;
8. Meets with applicants, the media, attorneys, and others as necessary;
9. Prepares correspondence for signature by the Board; compiles monthly reports;
10. Sets up Board agendas and ensures that a stenographer is present;
11. Submits office payroll; prepares annual budget;
12. Approves all office expenditures;
13. Responsible for training, supervision and evaluations of the Alcohol Code Inspections and Regular Part Time Senior Office Specialist;
14. Responsible for development, updating and implementation of Responsible Alcohol Service Training program for licensees;
15. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to communicate effectively with staff and members of the public;
3. Knowledge of all relevant State and County regulations;
4. Ability to maintain and prepare accurate records.

**Education and Experience:**

1. Associates degree;
2. Three or more years of related experience, one of which should be at a supervisory level;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with kitchen and office equipment, and/or avoidance of trips and falls.

Employees may be required to use protective garments such as aprons and hairnets.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date