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Position Title	<b>LIQUOR MANAGER</b>
Department	<b>LIQUOR</b>
Accountable To	<b>CITY ADMINISTRATOR</b>
FLSA Status	<b>EXEMPT</b>

### **PRIMARY OBJECTIVE OF POSITION**

To plan, coordinate, and supervise the operation of the municipal off-sale liquor store resulting in good customer service, sound business practices, and a reasonable profit.

### **ESSENTIAL FUNCTIONS**

Duties shall include, but not be limited to, the following areas:

#### **Leadership/Supervision**

- Staffs the liquor store with qualified personnel and oversees the training and development of each employee within established City policies.
- Maintains discipline, reviews and adjusts grievances, and participates in matters relating to hiring, discharge, and promotion of employees.
- Ensures employees are knowledgeable of their jobs and act according to established policies.
- Continually review employee work performance and provide performance counseling in accordance with City policy.
- Recommend adjustments in pay as performance justifies and is consistent with City policy.
- Communicate city-wide and department policies so each employee will have a clear understanding of the policies and the reasons for the policies.
- Establish and maintain a high level of discipline and positive working climate in which assigned employees are effectively motivated to work up to their full potential.
- Encourage suggestions from employees which will improve services.
- Recognize employee problems, investigate issues, and take action to resolve problems effectively.
- Demonstrate by personal example the desired standards of conduct and work performance for all personnel supervised.
- Maintain accurate records of all transactions and reports as directed by the City or required by law.
- Work occasional evenings and weekends to ensure contact with all employees.

#### **Procedures/Organization**

- Plan, develop, communicate, and review sound operating policies and procedures for the off-sale liquor store.
- Plan product orders to maintain a balanced stock necessary to meet customer needs at reasonable prices and secure the best price from suppliers.
- Set prices for all merchandise to assure profit margins.
- Establish procedures to ensure that the liquor store is in compliance with City ordinances, Federal, and State laws at all times.

### **Procedures/Organization Continued**

- Keeps informed of industry practices and improved merchandising techniques and applies new knowledge to the operation of the liquor store.
- Continually evaluates the liquor operations, policies, and employee performance.
- Knowledgeable about computer applications and electronic scanning equipment and inventory management software.
- Ensures accountability of and proper handling of all money.
- Establishes inventory control procedures to deter and detect any loss.

### **Accounting**

- Maintain accurate records of all transactions and reports as directed by the Finance Director and applicable laws.
- Prepare annual department budget request and ensure implementation of approved budget.
- Ensure time cards are accurate and submitted on time.
- Check merchandise invoices to detect and correct errors.
- Establish and enforce the policy regarding the cashing of checks.

### **Special Projects/Duties**

- Inform City Administrator of any important developments regarding the liquor store.
- Perform other duties and assumes other responsibilities as are apparent or delegated.
- Report to the Council as directed.

### **MINIMUM REQUIREMENTS**

- 2-year AA or related degree, college or vocational.
- 5 years liquor related retail experience.
- Able to be bonded.
- Able to lift, carry, and stock cases/kegs of beer/liquor up to 50 lbs.
- Able to input and verify accuracy of data entry and typing efficiency.
- Ability to supervise, provide work direction, and solve employee problems
- Ability to communicate with City Administrator, City Council, employees and customers

### **RESPONSIBILITY FOR WORK OF OTHERS**

- Direct supervision over:
  - Lead Clerks
  - Liquor Clerks