

ABCA ENFORCEMENT DIRECTOR

Nature of Work

Under direction of the ABCA Commissioner, performs managerial, administrative and regulatory work involving the direction of the Enforcement Division of the Alcohol Beverage Control Administration. Duties involve administration of the State's alcohol and tobacco laws and regulations and management of the agency's enforcement division staff. Performs related work as required.

Examples of Work

- Reviews policies and procedures, goals and objectives, and operations for conformance to state laws pertaining to tobacco and the sale, purchase, transportation, manufacture, consumption, and possession of alcoholic beverages in West Virginia.
- May testify, at the request of the Commissioner, before legislative committees to disseminate laws, regulation, policies and procedures as required.
- Exercises authority in establishing objectives, standard operating policy and procedures and control measures for enforcement regulatory programs.
- Analyzes and conducts studies of system controls and delivery of services; formulates and implements needed improvements as determined.
- Provides input and formulates agency enforcement division operation budget; develops programs and grant related agreements.
- Directs, supervises, reviews and evaluates the work of enforcement regional supervisors, enforcement agents and inspectors; directs enforcement clerical staff.
- Checks reports for completeness and possible necessity for further action; writes formal warning/suspension notices when apparent violations are reported; collection of violation fees.
- Prepares evidence for presentation to the Commissioner on field inspections, investigations, compliance checks and undercover operation; presents information and recommends action to approve, deny, suspend and/or revoke licenses to sell alcoholic beverages; oversees the serving of citations and subpoenas related to state alcohol laws and regulations; directs the retention of evidence and management of related records.
- Provides assistance to other laws enforcement agencies in enforcement efforts to reduce illegal activities; manages inspections of existing licensed establishments to ensure compliance with established laws and regulations; provides technical assistance to owners and operators by answering questions and making recommendations on solving problems related to laws regulating the sale and consumption of alcohol.

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**ABCA ENFORCEMENT DIRECTOR
(CONT'D)**

Knowledge, Skills, and Abilities

Knowledge of state laws and regulations and legislative rules relating to Alcohol Beverage Control Administration enforcement programs.

Knowledge of the principles, practices and techniques of investigation and law enforcement.

Knowledge of the rules of evidence and hearing procedures.

Knowledge of management principles and practices.

Ability to evaluate programs and to oversee the development and implementation of program improvements.

Ability to formulate and implement complex policies and standard operating procedures.

Ability to interact with legislative and state officials in the provision and development of the Alcohol Beverage Control enforcement program.

Ability to develop and maintain effective working relationships with other professionals, state and local law enforcement agencies and the general public.

Ability to communicate effectively both orally and in writing.

Ability to analyze investigative reports and to organize such data for enforcement and hearing purposes.

Minimum Qualifications

Training: Graduation from a regionally accredited four-year college or university.

Experience: Five years of full-time or equivalent part-time paid investigative or law enforcement experience, three of which must have been in a supervisory capacity.

Substitution: Additional qualifying experience as described above may substitute for the training requirement on a year-for year basis.

Established: 10/18/13

Effective: 10/18/13