

**ABCA ASSISTANT UNIT MANAGER**

**Nature of Work**

Under administrative direction, performs administrative and professional work assisting the unit manager in managing an organizational sub-unit in the Alcohol Beverage Control Administration. Assists in the development, coordination and implementation of activities of the unit. Performs related work as required.

**Examples of Work**

Supervises the employees and monitors the work methods for the sub-unit.  
Assumes line responsibility for the operation of the assigned unit in the absence of the manager.  
Assists in the drafting and evaluating procedures and advising on policy matters.  
Interprets and enforces laws and administrative rules and regulations pertaining to the functions of the unit.  
Plans, assigns, and coordinates the work of subordinates.  
Instructs, trains, and advises staff in work procedures.  
Attends administrative hearings; plans, attends and/or addresses meetings, in-service training, and vendor groups.  
Responds to complaints and questions regarding laws, rules and regulations.  
Prepares detailed reports of unit operations.

**Knowledge, Skills and Abilities**

Knowledge of all state and applicable federal statutes.  
Knowledge of the operations, principles and policies of the agency.  
Skill in speaking before groups regarding program area.  
Ability to evaluate existing programs and make recommendations to implement, improve or revise programs and/or regulations.  
Ability to interpret and apply laws, rules, and regulations governing program area.  
Ability to prepare comprehensive reports and correspondence.  
Ability to plan and direct the work of subordinates.  
Ability to establish and maintain effective working relationships with subordinate personnel, public officials, and the general public.  
Ability to communicate effectively both orally and in writing.

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**ABCA ASSISTANT UNIT MANAGER (CONT'D)**

**Minimum Qualifications**

TRAINING Graduation from an accredited four-year college or university.

SUBSTITUTION Additional qualifying experience as described below may substitute for the training requirement on a year-for-year basis.

EXPERIENCE Two years of full-time or equivalent part-time paid administrative or supervisory experience in inventory control in connection with a large-scale warehouse operation, business administration, personnel management, accounting, or law enforcement.

Established: 8/20/97  
Effective: 9/1/97