

**ABCC UNIT MANAGER****Nature of Work**

Under administrative direction, performs administrative and professional work at the full-performance level in managing an organizational section in the Alcohol Beverage Control Commission. Responsible for developing and implementing methods related to program specialty area. Performs related work as required.

**Examples of Work**

Oversees the daily operations of the various unit functions. Interprets and applies federal and state laws and regulations and agency guidelines and procedures. Assists in the formulation of agency policy, rules and regulations. Evaluates work for quality, accuracy, and compliance with establishes laws, rules, and regulations. Plans, assigns, and coordinates the work of subordinates. Instructs, trains, and advises staff in work procedures. Develops budget requests; administers budgetary needs. Attends administrative hearings; plans, attends and/or addresses meetings, in-service training, and state and national 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. Skill in speaking before groups regarding program area. 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 legislators, public official, corporate officials, employees, and the public. Ability to communicate effectively both orally and in writing.

**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.

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**ABCC UNIT MANAGER (CONT'D)**

**Minimum Qualifications (cont'd)**

EXPERIENCE Three 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: 8/19/93  
Effective: 9/16/93