

ABCC DEPUTY COMMISSIONER**Nature of Work**

Under administrative direction, assists in administrating and overseeing the operation of the Alcohol Beverage Control Commission. Assists in developing rules and regulations, overseeing fiscal matters, and/or managing administrative matters. Performs related work as required.

Examples of Work

Assists in overseeing the effective operation of the Alcohol Beverage Control Commission; meets with managers and administrators to monitor all activities of the agency; defines agency policy.

Develops administrative policies and procedures for the agency. Monitors and evaluates enforcement programs; implements modifications to improve efficiency and effectiveness of operations.

Develops and analyzes proposed legislation affecting the operation of the agency; maintains effective liaison with legislative, officials.

Knowledge, Skills and Abilities

Knowledge of state laws and regulations relating to Alcohol Beverage Control Commission programs.

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

Ability to formulate and implement policies, procedures, and practices for the agency.

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

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

Ability to communicate effectively, orally and in writing.

Minimum Qualifications

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

EXPERIENCE Five years of full-time or equivalent part-time paid administrative experience in business or public administration.

Established: 8/19/93

Effective: 9/16/93