

# CITY OF SILVER LAKE

## POSITION DESCRIPTION (#105)

<b>Title:</b> Liquor Store Manager	<b>Division:</b> Community Service
<b>Reports To:</b> City Council	<b>Department:</b> Municipal Liquor Store

### Scope of Job

#### General Statement of Duties

Plans, organizes and supervises the operation of the Municipal Liquor Store (both on and off sales) and the Silver Lake Auditorium to maximize return on investment, control of alcoholic beverages and community service. The Liquor Store Manager exercises a great deal of discretion in the performance of his/her duties.

#### Supervision Received

Works under the general and administrative supervision of the City Clerk/Treasurer and receives program direction from the City Council.

#### Supervision Exercised

Exercises general and technical supervision over Municipal Liquor Store and Auditorium staff.

### Duties and Responsibilities

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

#### Municipal Liquor Store Duties

- Manages the operation of the Municipal Liquor Store including operations, sales, physical plant and personnel
- Proposes short and long term goals and objectives for the department.
- Recommends and implements policies and procedures to ensure a safe, efficient and effective work environment.
- Assists in determining methods to increase profitability of operations and decrease expenses.
- Tracks sales to provide optimum level of turnover of merchandise; establishes prices and discounts; develops promotional plans.
- Orders liquor, beer, wine and other goods and supplies; selects merchandise to achieve maximum profitability.
- Prepares daily, monthly and annual reports on facilities and operations.
- Maintains records including reports, inventories, price sheets, invoices, policies and procedures.

- Ensures safety and security of patrons, staff, merchandise and premises.
- Responds to security alarms at the facility.
- Ensures that the facility is properly cleaned and maintained.
- Verifies invoices for payment and refers same to city office for payment; reviews and approves time cards and leave requests.
- Reconciles sales to cash and prepares bank deposits.
- Prepares an annual budget; monitors budget during the year and recommends changes as necessary.
- Conducts inventory of merchandise periodically during the year.
- Recruits and recommends prospective employees for hire.
- Trains and familiarizes staff with facilities, operations, policies and procedures.
- Supervises, reviews and evaluates staff.
- Schedules, assigns and prioritizes work.

#### Auditorium Duties

The above-described duties apply to auditorium operations. Additionally:

- Informs customers of event policies and procedures; assists in arrangements for the event.
- Insures facility is stocked with adequate merchandise for sale.
- Coordinates bar, cleaning and security staff for events.

#### Other Duties

- Performs Bartender/Retail Clerk duties one evening per week and as required.
- Coordinates major maintenance activities with the Public Works Supervisor.
- Performs other duties as assigned by the City Council.

#### **Knowledge, Skills and Abilities**

- Knowledge of laws relating to the sale of liquor and business operation.
- Knowledge of liquor store management including merchandising, retail sales and customer service.
- Knowledge of alcoholic beverages and their preparation.
- Skill in the use of various types of cash registers, Point of Sale Equipment, computers and office equipment.
- Ability to deal courteously and tactfully with the public, vendors and others.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees.

- Ability to supervise staff and accept supervision.
- Ability to follow written and oral directions and complete assigned tasks without supervision.
- Ability to understand and carryout complex tasks involving numbers and prepare reports.
- Ability to safely lift and carry objects weighing up to 40 pounds.
- Ability to use good judgment and discretion in sales based on age, inebriation and/or possibility of bad checks.

**Minimum Qualifications**

- High school graduate or equivalent.
- Five years retail management experience with two years' experience as a manager or assistant manager of an on or off sale operation (One year of post-secondary course work in business or marketing may substitute for one-half of the experience required).
- Twenty-one years of age.
- Food Manager Certified or willing to obtain upon hire.

<b>FLSA Classification:</b>	<b>Status:</b> regular, salaried position
<b>Position Evaluation Points:</b>	<b>Pay Range:</b>

<b>Revised:</b>	<b>Council Approval:</b>
<b>Signature:</b>	<b>Date:</b>