



ASSISTANT LIQUOR STORE MANAGER

The City of North Branch is seeking applications for an Assistant Liquor Store Manager. The position reports directly to the Liquor Store Manager and assists with the management and administration of the operations of the municipal liquor store.

This position requires availability for flexible scheduling that may include some days, but primarily evenings, weekends, and holidays. This individual is responsible for assisting the manager with employee supervision, marketing, purchasing, proper money handling, utilization of point of sale system for inventory management, layout and display of merchandise, accurate record keeping, directly assisting customers, and other duties as necessary for the efficient and profitable operation of the liquor operation.

Applicant must have a High School Diploma, or GED, previous supervision experience, and at least two years of liquor industry retail experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. The ideal candidate will have good working knowledge of wine, beer and spirits.

This position offers a competitive wage including a full benefit package. The candidate must be at least 21 years old. A complete job description and application is available at City Hall, 6408 Elm Street, North Branch, at North Branch Liquors, 5846 Old Main St, North Branch, or online at <http://www.ci.north-branch.mn.us> or www.northbranchliquors.com.

POSITION OPEN UNTIL FILLED. Completed application, cover letter, and resume should be submitted to Deb Dahlberg, Liquor Store Manager, PO Box 910, North Branch, Minnesota 55056; or dropped off at North Branch Liquors, Attn: Deb Dahlberg, 5846 Old Main St., North Branch, MN, 651-674-4082 ext. 1. EO/AA

**CITY OF NORTH BRANCH, MINNESOTA
CLASS SPECIFICATION**

CLASS SPECIFICATION TITLE: Assistant Liquor Store Manager

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
B	2	3	Non-Exempt

CLASS SUMMARY:
 This class is responsible for overseeing and participating in the general operations of the liquor store to include providing customer service and supervising staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Supervises staff to include: prioritizing and assigning work; ensuring staff are trained; and ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment. (Daily – 5%) |
| 2. | Provides general oversight of the liquor store to include ordering inventory, checking shipments, preparing daily receipts, and other related duties. (Daily – 55%) |
| 3. | Provides customer service to liquor store patrons to include ringing up purchases, assisting with locating an item, or answering questions. (Daily – 25%) |
| 4. | Stocks shelves and coolers with appropriate products. (Daily – 15%) |
| 5. | May make day-to-day decisions on the operation of the Liquor Store in the absence of the Liquor Store Manager. |
| 6. | Performs other duties as assigned. If a new work assignment requires access to not public data, the employee is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee’s work assignment no longer requires access. |

Training and Experience (positions in this class typically require):
 High School Diploma, or G.E.D. and two years of general retail experience including some supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must be 21 years old.

Licensing Requirements (positions in this class typically require):

- None required.

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CLASS SPECIFICATION

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Customer service principles;
- Basic math;
- General knowledge of product line;
- Inventory control principles.

Skills (position requirements at entry):

Skill in:

- Supervising staff;
- Assigning and monitoring work;
- Operating a computer and applicable software applications;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Access to Not Public Data

The employee may encounter not public data in the course of their duties. Access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are not being accessed, employee should take reasonable measures to ensure that not public data are not access by individuals without a work reason. Once work reason to access the data is reasonably finished, employee must properly store the not public data according to the provisions of Minnesota Statutes Chapter 13.

Physical Requirements:

Positions in this class may require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, talking, hearing, and seeing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates LLC (JG)

Date: 7/2004

Amended: 8/2014