

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

**PAY CLASS TITLE: Liquor Store Manager**

<u><b>BAND</b></u>	<u><b>GRADE</b></u>	<u><b>SUBGRADE</b></u>	<u><b>FLSA STATUS:</b></u>
B	2	3	Non-Exempt
<b>CLASS SUMMARY:</b> This class is responsible for overseeing and participating in the general operations of the liquor store to include providing customer service and supervising staff.			

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	
1.	Supervises staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment.
2.	Provides general oversight of the liquor store to include ordering inventory, checking shipments, processing invoices, preparing daily receipts, and other related duties.
3.	Provides customer service to liquor store patrons to include ringing up purchases, assisting with locating an item, or answering questions.
4.	Stocks shelves and coolers with appropriate products.
5.	May make day-to-day decisions on the operation of the Liquor Store in the absence of the Liquor Operations Director.
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.

<p><b>Training and Experience</b> (positions in this class typically require): High School Diploma, or G.E.D. and three 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.</p>
<p><b>Training/Licensing Requirements</b> (positions in this class typically require):</p> <ul style="list-style-type: none"> <li>• Training for age verification.</li> </ul>

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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

Amended: 2/2019

Amended 2/2021