

CHIEF LIQUOR INSPECTOR

NATURE AND VARIETY OF WORK

Under the authority of the Prince George's County Board of License Commissioners, this is first line supervisory and administrative work, whereby the incumbent is responsible for supervising, directing and coordinating the inspection, investigative, and surveillance activities of liquor inspectors engaged in the enforcement of codes and regulations governing the sale and distribution of alcoholic beverages by proprietorships within the County. Subject to extensive public contact, the position incumbent performs supervisory and administrative field and office assignments that typically involve matters of judgment and sensitivity. Work is performed under general supervision and is evaluated by the Board of License Commissioners.

EXAMPLES OF WORK

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law (Section 16-102 (59)).

Monitors/coordinates the inspection, enforcement, and investigative activities of subordinate staff in order to ensure that such operations are managed efficiently and effectively and initiates appropriate actions designed to accomplish agency missions, goals, and objectives.

Executes the duties and responsibilities of an alcoholic beverage inspector as outlined in the Maryland Annotated Code (e.g., on orders or as directed by the Board, serves summons, searches the premises of a liquor establishment without a warrant, or audits the books of a liquor establishment).

Attends Commission hearings at the Commission's request in order to provide information/testimony on inspectional activities (e.g., audits, special reports).

Reviews, edits, and compiles written correspondence (e.g., reports, memoranda, inspection reports) generated by subordinate staff in order to (1) verify its accuracy, completeness, and compliance with established policies and procedures, and (2) to assist in preparing daily/weekly/monthly reports to management on inspection and investigative matters as a part of an ongoing effort to highlight the status and progress of inspectional operations.

Prepares and conducts meetings and training activities for inspection staff concerning inspection and investigative activities in order to make them ore efficient and proficient in the
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job.

Investigates accidents/injuries involving inspections staff in order to determine the nature and cause of the incident and to determine future preventative measures and to prepare and submit related reports.

Monitors the use, operation, and inventory of equipment and supplies assigned to the section/division by inspecting such items in order to determine if they are being operated/used in accordance with Liquor Board rules and regulations.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of codes, ordinances, and regulations governing the sale and distribution of alcoholic beverages within the County.

Thorough knowledge of Prince George's County geographical area in order to route daily inspections in the most efficient and timely manner.

Ability to establish and maintain effective working relationships with licensees, the general public, and code enforcement personnel.

Ability to interpret and enforce alcoholic beverage codes and regulations firmly, tactfully, and impartially.

Ability to lead lower level Liquor Inspectors.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to prepare and maintain a variety of records and reports.

Ability to plan, organize, and conduct inspections, investigations, or surveillance.

Ability to provide testimony at hearings.

Ability to operate a motor vehicle.

Ability to perform simple arithmetic computations.

MINIMUM QUALIFICATIONS

Bachelor of Arts degree in programs involving investigative and social relations skills such as law enforcement, business or public administration, one of the social sciences or related fields, plus two years of relevant experience including one year of supervisory experience; or an equivalent combination of education and experience.

CONDITIONS OF EMPLOYMENT

Possession of a valid State of Maryland driver's license is required upon appointment.

Passage of a comprehensive cardiovascular physical examination (stress test) is required upon appointment.

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