

# Chief of Licensing-SES - DBPR/Alcoholic Beverages & Tobacco

Begin Application Process

**Req No: 79000053-51222664-20160728161511**

**Agency Name: Business and Professional Regulation**

## **Description:**

**Working Title:** CHIEF OF LICENSING-DBPR  
**Broadband/Class Code:** 11-1021-03  
**Position Number:** 79000053-51222664  
**Annual Salary Range:** \$2,692.31 to \$3,076.93 B/W  
**Announcement Type:** Open Competitive  
**City:** Tallahassee  
**Facility:** Capital Commerce Center  
**Pay Grade/ Pay Band:** BB021  
**Closing Date:** 8/14/2016

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## **DIVISION OF ALCOHOLIC BEVERAGES & TOBACCO CHIEF OF LICENSING - SES**

Position Number: 79000053

Hiring Salary Range: \$2,692.31 - \$3,076.93 Bi-weekly

***\*OPEN COMPETITIVE\****

The Florida Division of Alcoholic Beverages and Tobacco licenses the manufacture, distribution, sale, and service of alcoholic beverage and tobacco products in Florida, including: receipt and processing of license applications; collection and auditing of taxes and fees paid by licensees; and enforcement of the laws and regulation of the alcoholic beverage and tobacco industries, pursuant to Chapters 210, 561-565, 567-569, Florida Statutes. Florida has approximately 77,000 active alcoholic beverage and tobacco licenses, permits, and brand registrations. More than 1.6 billion in state revenue is generated annually through activities regulated by the Division. The Division's three bureaus - Licensing, Auditing and Enforcement - comprise a team of approximately 330 personnel fulfilling the regulatory obligations of the Division throughout the state.

### **Minimum Requirements:**

- Must possess a minimum of ten (10) years management experience; **and**
- Must possess a bachelor's degree from an accredited college or university **or** equivalent management work experience; **and**
- Must be available to travel often and in emergency situations, without advanced notice; **and**
- Must possess a valid Driver License.

**\*\*\*Information contained in responses to Qualifying Questions concerning education, experience, knowledge, skills and/or abilities must also be disclosed on the State of Florida Employment Application.\*\*\***

### **Duties & Responsibilities:**

This is a highly professional and complex managerial and supervisory position serving as Chief of Licensing in the Florida Division of Alcoholic Beverages and Tobacco. This position reports to the Deputy Director and Director of

the Division. The selected applicant will be expected to demonstrate, model, and reinforce the Agency's fundamental values of accountability, integrity, ownership, responsiveness, respect and teamwork in managing a team of 50 positions in the Division's licensing program.

The selected applicant must:

- Have awareness and understanding of statutes, laws and rules pertaining to the regulation of alcoholic beverages and tobacco products in Florida, pursuant to Chapters 210, 561-565, 567-569, Florida Statutes.
- Possess and demonstrate excellent supervisory, managerial, and administrative skills and knowledge of management principles and techniques.
- Be able to review, analyze, and apply administrative rules and recommend rule development actions needed for effective regulatory provisions as authorized by law.
- Possess and demonstrate excellent written and verbal communication skills.
- Be able to develop and maintain policies, procedures, application forms, informational resources and guidance, and related personnel training programs regarding state licensure requirements.
- Demonstrate the ability to work effectively with employees, management, and external stakeholders.
- Be able to set goals and objectives, monitor organizational performance, establish long-term plans, and manage work of multiple positions toward achievement of organizational.
- Be able to analyze legislation and design implementation plans for organizational and regulatory updates needed upon enactment of statutory changes.
- Be able to review, analyze, and apply administrative rules and recommend rule development actions needed for effective regulatory provisions as authorized by law.
- Be able to develop and administer an organizational budget and manage organizational spending in accordance with the budget authority.

#### **Knowledge, Skills & Abilities:**

- Proficiency in utilizing common software applications for presentation and interpretation of data and information, including Word, Excel, PowerPoint, and Outlook.
- Ability to learn and adapt to specialized software applications for use in core functional processes.
- Knowledge of effective project management principles and ability to apply knowledge to defining goals, setting objectives, and managing tasks and personnel necessary for successful project completion.
- Ability to analyze and interpret data, particularly data related to license populations, license transactions, and personnel workloads.
- Knowledge of supervisory principles and practices with ability to supervise people and provide supervisory guidance and evaluation to subordinate managers.
- Ability to determine work priorities, assign work tasks, monitor timely and proper completion of work, and evaluate work performance.
- Ability to multi-task and manage multiple tasks and projects simultaneously.
- Knowledge of legislative processes and administrative rule development procedures with ability to analyze legislation and recommend the proposal, amendment, or repeal of administrative rules.
- Ability to understand and apply laws, rules, regulations, policies, and procedures.
- Ability to deal with individuals and critical situations in an effective manner.
- Ability to establish and maintain effective working relationships with others.

#### **Preferred Qualifications:**

- Experience in the administration of a local, state, or federal regulatory licensing program.
- Demonstrated record of collaborative project and operational management initiatives.
- Demonstrated record of personnel development, training, and guidance oriented toward organizational objectives.
- Experience in managing field personnel statewide across a multi-office environment.
- Experience in leading a customer-facing, high-volume, transactional operation, preferably with focus on customer transactions in a regulatory organization.
- Demonstrated excellence in establishing customer service principles and managing employee performance in accordance with customer service principles.
- Experience with AFSCME union matters in employee management.

**Applicant Note:** If you are the selected candidate for this position and hold a current license through the Florida Department of Business & Professional Regulation, you may be required to place your license in an inactive status.

**NOTE:** This position requires a security background check, as well as participation in direct deposit. You will be required to provide your Social Security Number (SSN) and date of birth in order to conduct this background check.

Applicants are required to apply through the People First system by the closing date, by either applying online or faxing a completed application to the People First Service Center to 1-888-403-2110. All required documentation must be received by the closing date of the advertisement. If you have any questions regarding your application, you may call 1-877-562-7287.

**SPECIAL NOTES:**

**The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.**

**Male applicants born on or after October 1, 1962, will not be eligible for hire or promotion unless they are registered with the Selective Services System (SSS) before their 26<sup>th</sup> birthday, or have a Letter of Registration Exemption from the SSS. For more information, please visit the SSS**

**website:** <http://www.sss.gov> .

**If you are a retiree of the Florida Retirement System (FRS), please check with the FRS on how your current benefits will be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended or deemed ineligible depending upon the date of your retirement.**

**Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or the People First Service Center (1-877-562-7287). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.**

**The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statute, Drug-Free Workplace Act.**

**We hire only U. S. citizens and lawfully authorized alien workers. Our agency participates in the E-Verify System which is a federal government electronic database available for employers to use to verify the identity and employment eligibility of all persons hired to work in the United States.**

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