

Requisition No: 6107

Agency: Business and Professional Regulations

Working Title: CHIEF OF LAW ENFORCEMENT-DBPR - 79000682

Position Number: 79000682

Salary: \$2,884.62 to \$3,461.54 Biweekly

Posting Closing Date: 03/31/2017

**DIVISION OF ALCOHOLIC BEVERAGES & TOBACCO**

**Chief of Law Enforcement - DBPR**

Position Number: 79000682

Hiring Salary Range: \$2,884.62 to \$3,461.54 biweekly

***\*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.

***\*\*Employees are normally hired at the minimum of the salary range. The salary amount will be determined in accordance with current pay policy\*\****

**Minimum Requirements:**

- Must possess a minimum of 15 years law enforcement experience consisting of 10 or more years of law enforcement management experience, including at least some period of service in the position of Captain or an equivalent or higher supervisory law enforcement position.
- Must possess a bachelor's degree or the equivalent work experience.

- Must possess and maintain law enforcement certification standards pursuant to Section 943.13, Florida Statutes, or qualified to hold law enforcement certification standards in Florida within 180 days of employment.
- Must be available to travel often and in emergency situations, without advance notice.
- Must possess a valid driver's license.
- Must reside within 50 air miles of the Division's Tallahassee Office.

**\*\*\*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 law enforcement managerial and supervisory position serving as Chief of Law Enforcement in the 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 189 positions in the Division's enforcement program. The selected applicant must:

- Have awareness and understanding of statutes, laws and rules pertaining to law enforcement administration and the regulation of alcoholic beverages and tobacco products in Florida, including Chapters 210, 386, 559, 561-569, and 943, Florida Statutes;
- Be able to develop and maintain policies, procedures, and regulations related to the administration of statewide law enforcement operations, investigations, search warrants, and other law enforcement activities; personnel development and performance accountability; preservation, retention and destruction of evidence; preparation and management of records; and other law enforcement matters as pertinent to the Division's jurisdiction;
- Be able to develop and administer a statewide training program for the Bureau of Law Enforcement;
- Possess knowledge of policies pertaining to law enforcement personnel and experience working with unions representing personnel interests;
- Possess experience with law enforcement accreditation standards and assessment procedures (CFA and CALEA);
- Possess knowledge of law enforcement principles and techniques;

- Be able to set goals and objectives, monitor organizational performance, establish long-term plans, and manage work of multiple positions toward achievement of organizational objectives;
- 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;
- Possess and demonstrate excellent supervisory, managerial, and administrative skills and knowledge of management principles and techniques;
- Possess and demonstrate the ability to work effectively with employees, supervisors, applicants, licensees, industry representatives, and state and local law enforcement organizations; and,
- Possess and demonstrate excellent written and verbal communication skills;

**Knowledge, Skills & Abilities:**

- Knowledge of the criminal justice system and the procedures pertaining to arrests and other crime prevention and control measures.
- Proficiency in the appropriate use of restraining devices and firearms in accordance with law.
- Ability to work in dangerous and stressful situations, including the ability to effectively deal with individuals in critical situations.
- Ability to effectively interview suspects, complainants and witnesses.
- Ability to collect, record, and preserve evidence.
- Ability to understand and apply laws, rules, regulations, policies, and procedures.
- 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.
- Ability to analyze and interpret data, particularly data related to law enforcement operations, license compliance records, administrative case actions, inspection activities, 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, assigns work tasks, monitors timely and proper completion of work, and evaluates work performance.
- 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 multi-task and manage multiple tasks and projects simultaneously.
- Ability to establish and maintain effective working relationships with employees, supervisors, and other internal and external stakeholders.
- Knowledge of legislative processes and administrative rule development procedures with ability to analyze legislation and recommend the proposal, amendment, or repeal of administrative rules.

**Preferred Qualifications:**

- Experience in enforcement of laws and regulations pertaining to the regulation of alcoholic beverages and tobacco products;
- Experience in multi-agency collaboration in law enforcement investigations and operations, including experience in coordination with federal law enforcement agencies;
- Satisfactory completion of law enforcement management training (e.g.: FBI National Academy, Southern Police Institute, etc.);
- Demonstrated record of collaborative project and operational management in law enforcement initiatives;
- Demonstrated record of personnel development, training, and guidance oriented toward organizational objectives;
- Experience in managing field personnel across a multi-office environment;
- Experience in regulatory inspection programs, including the planning, training, and monitoring required for a comprehensive licensed premises inspection program.
- Familiarity with a retail business environment and industry factors impacting routine regulatory enforcement activities.

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, physical exam, psychological exam and drug screening, 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. 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:**

**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 26th 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.**

**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.**

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

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). 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, F.S., Drug-Free Workplace Act.