



# Job: IRC15482

## Description

Job Title	Administrative Specialist II (Licensing Program Office Manager), Grade 21
Location	Rockville, MD, US
Organization Name	Liquor Control
Medical Exam	Medical History
Background Investigation	No
Financial Disclosure	No
Job Description	

**Closing Date: November 15, 2014.**

This is full performance administrative work providing administrative support in several functional areas including acting as a liaison to the Board of License Commissioners, participating in the ongoing licensure and annual license renewal processes, managing license-holder information and providing analyses, and general management of the Licensure, Regulation and Education Division offices.

The incumbent will perform a variety of research, analytical and administrative duties involved in coordinating and facilitating the work of the Board of License Commissioners, an independent body appointed by the County Executive to conduct hearings regarding alcohol licensure and violations. This will include preparing the bi-weekly agenda, assist in scheduling show-cause hearings, placing necessary advertisements of upcoming hearings, attending hearings, taking notes for new and transfer resolutions, and preparing resolution letters and no-sale correspondence.

The incumbent will participate on the Application Review Team, a group of experts in the division who review complex applications for different types of licenses to ensure thoroughness, accuracy, the meeting of certain criteria such as zoning compliance and residency requirements. They will participate in the annual renewal process for all license-holders (approximately 1,000 separate establishments) and print licenses.

The incumbent will manage license-holder information such as violations, fines, transfers, etc. with an automated in-take system which serves both the alcohol and tobacco enforcement specialists in the department and the Montgomery County Police and provide to management various analyses of the information to identify trends and needs in the communities.

The incumbent will be responsible for management of the office including preparing bank deposits; reconciling credit card statements; providing Notary services; assisting current and potential license-holders and their legal representatives; overseeing the ordering of supplies; preparing and updating enforcement specialists' inspection books; and preparing monthly and annual reports to the State of Maryland.

#### Additional Employment Information

*Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to [special.accommodations@montgomerycountymd.gov](mailto:special.accommodations@montgomerycountymd.gov). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.*

*Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).*

#### Minimum Qualifications

**Experience:** Two (2) years of professional administrative experience related to the needs of the department/agency to which the position is assigned (e.g., banking, account reconciliation, research, analysis and report preparation).

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

#### Preferred Criteria

**Resume must include information specific to the preferred criteria listed below. Make sure that your resume references your knowledge, skills, and abilities as they relate to the preferred criteria. Ideally, the preferred criteria should be addressed in a separate section in your resume. The system only allows for one document to be submitted so your preferred criteria must be part of the resume.**

1. Experience managing financial, accounting and reporting of licensing activity in a program dealing with customer renewals, fee collection, license issuance
2. Experience developing and implementing procedures for tracking fees, violations, fines, license revocations, etc., to be used in new program development, program measures and grant applications
3. Experience working with customers, attorneys and others to explain alcohol laws, policies and procedures
4. Experience identifying technical assistance needs and developing successful strategies (information packets, trainings, etc.) to enhance service levels
5. Experience overseeing a board or committee's work including scheduling, agenda preparation, calendar maintenance, recordkeeping and preparing letters and notifications on behalf of the board

6. Experience writing effectively and paying attention to detail

If selected for consideration for this position, you may be required to provide a writing sample.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

*All applicants will be reviewed by OHR to determine whether or not they meet minimum qualifications for the position. All applicants who meet minimum qualifications will be reviewed and rated by subject matter experts based on the Preferred Criteria. Based on the results of Preferred Criteria evaluation, applicants will be rated and placed on the Eligible List as either "Qualified" or "Well Qualified." The highest rated applicants will be placed on the Eligible List and may be considered for interview. Employees meeting minimum qualifications who are same grade or higher will be placed on Eligible List as a "Transfer" candidate and may be considered for interview. Note: In the event there are 10 or fewer minimally qualified candidates, all will be placed on the Eligible List as Qualified and Hiring Managers will be required to interview a minimum of five candidates. For "seniority" jobs (as shown in Article 8), resumes will be reviewed and rated by subject matter experts based on the Preferred Criteria.*

Minimum Salary 50135  
Maximum Salary 82893  
Currency USD

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