



Job: IRC15481

Description

Job Title	Program Manager II (Program Manager of Licensure/Education), Grade 25
Location	Rockville, MD, US
Organization Name	Liquor Control
Medical Exam	Medical History
Background Investigation	No
Financial Disclosure	Yes
Job Description	

Closing Date: November 15, 2014

The Department of Liquor Control seeks a full performance level manager with three major areas of overlapping responsibilities: **licensure, education and community partnership**. The position will focus on fostering an environment of responsible alcohol policies and promoting healthy businesses and safe communities.

Licensure: This position oversees the process for all new and transfer annual alcohol applications and coordinates the annual renewal process for over 1,000 licensees; coordinates the weekly application review team; prepares the One Day Class C listing for Board approval; oversees the docket and the preparation of materials for the Board's by-weekly hearings; acts as the Board's liaison, prepares records and resolutions for Circuit Court filings of appeals; maintains the calendar regarding hearings and fines; apprises attorneys and license holders of penalties imposed by the Board; and coordinates tracking procedures that provide for comprehensive charting of licensing, fees, violations, fines and revocations, which will be used in new program development, program measures and in applying for grants; provides orientation for new Board members and arranges the Board's annual retreat. This employee also represents the Board by attending the County Board and Commission meetings.

Education: Participates in trainings and works one-on-one with license holders to explain state laws and County rules and regulations; identifies new training needs as they arise, developing innovative strategies to address enhanced service levels to license holders, including creating informational packets, pamphlets, brochures, information sessions and overseeing a comprehensive web page; develops, maintains and updates procedures and guides that address the needs of special event groups in the County.

Community Partnership: This position provides community leadership by maintaining knowledge of current trends and developments in fields relating to beverage alcohol and societal risk factors; applying the business alliance model that coordinates community outreach with business functions and public information activities; implementing those alliances to address community concerns; serving as a point of contact between the department and the community, meeting with community, business and civic leaders to exchange information, identify needs, facilitate service delivery, and achieve consensus among community representatives with divergent interests; facilitating specific organized regional community groups on a regular on-going basis; understanding the control system and maintaining working relationships with other control jurisdictions; and providing reports and recommendations to the division chief concerning current and future departmental outreach programs.

As a manager/supervisor of union employees, this position has a responsibility for fostering a positive labor relations environment based on mutual trust, respect and cooperation.

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. 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: Thorough five (5) years professional experience in a program/specialization area directly related to the management of licensure and/or education programs. Supervisory experience is preferred.

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 a large-scale program dealing with customer renewals, fee collection, and license issuance.
2. Experience working with customers, attorneys and others to explain complicated State laws, policies and procedures, especially in the beverage alcohol field.

3. Experience identifying training needs and developing successful strategies (information packets, trainings, etc.) to enhance service levels
4. Experience overseeing a board or committee's work, including agenda preparation, calendar maintenance and recordkeeping.
5. 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.
6. Experience working with community groups to inform, influence and resolve problems.

If selected for consideration for this position, you may be required 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 60371
Maximum Salary 100150
Currency USD

Recruiter Details

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