

**CITY OF COLUMBIA HEIGHTS
EMPLOYMENT OPPORTUNITY
OPEN COMPETITIVE**

DATE: February 13, 2017

- POSITION:** **LIQUOR OPERATIONS MANAGER**
- ESSENTIAL JOB FUNCTIONS:** Manages the City’s retail liquor operations including planning, directing, and supervising all operations of three municipally-owned off-sale liquor stores with combined annual sales of over \$8 million. The scope of supervision includes both full-time and part-time staff, including 7 FTE of supervisory staff and 11 FTE of retail clerks. The work is performed with considerable independence under the general supervision of the Finance Director and is reviewed through discussion, reports, formal performance evaluations, and observations of results obtained.
- REQUIRED QUALIFICATIONS:** High school graduation or equivalent; two years supplemental coursework in retail marketing, business administration, industrial relations, or other field applicable to retail management; five years off-sale liquor experience, with a minimum of three years at a management level; and extensive knowledge of liquor, beer, and wine purchasing.
- DESIRED QUALIFICATIONS:** A bachelor’s degree in retail marketing, business administration, industrial relations, or other field applicable to retail management; five or more years management experience, including management of both supervisory and non-supervisory staff; and/or two or more years of experience in municipal liquor operations.
- SALARY RANGE:** \$7,300 – \$8,296/month, plus fringe benefits.
- APPLICATION:** Applications are available from the City Hall Information Window, on the City’s website at www.columbiaheightsmn.gov, by e-mailing Nancy Becker at nbecker@columbiaheightsmn.gov, or by calling 763-706-3606. To be considered for this position, a CITY application form MUST be completely filled out and returned to the HR Director / Assistant to the City Manager, 590 40th Avenue NE, Columbia Heights, MN 55421 or kbourgeois@columbiaheightsmn.gov. Position is open until filled. Priority will be given to applications received by 4:30 p.m. Monday, March 6, 2017. Applicants may submit any other data they feel is pertinent to their consideration. Resumes will be accepted in addition to, but not in lieu of, a City application.
- SELECTION PROCEDURE:** Applicants will be evaluated on the following criteria:
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| Experience and Training | 50% |
| Oral Interview | 50% |
- CLOSING DATE:** Position is open until filled. Priority will be given to applications received by 4:30 p.m. Monday, March 6, 2017.

AN EQUAL OPPORTUNITY EMPLOYER ■ M/F/V/H

THE CITY OF COLUMBIA HEIGHTS DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES