

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

Date: July 5, 2018

- POSITION:** FULL TIME STORE SUPERVISOR
(Municipal Off-Sale Liquor Stores)
- PRIMARY DUTIES:** Performs administrative and supervisory retail sales work in serving customers of the municipal off-sale liquor facilities. Work involves responsibility for supervising part-time retail clerks, cashiering, stocking, merchandising, and performing a variety of duties pertaining to retail off-sale liquor store operations. Work is performed under the supervision of the Liquor Operations Manager or Assistant Liquor Operations Managers, and is reviewed through records and observation.
- REQUIRED QUALIFICATIONS:** High school graduation or equivalent. One year retail sales work or other merchandising experience involving public contact.
- DESIRED QUALIFICATIONS:** Two years retail sales work or other merchandising experience involving public contact. One year supervisory experience. One year experience working in the liquor industry, including extensive knowledge of craft beer, spirits, and wine.
- SALARY:** \$3,084 - \$3,504 per month
- HOURS:** The liquor stores are open Monday through Saturday, 9:00 AM-10:00 PM and Sunday, 11:00 AM-6:00 PM.
- APPLICATION PROCEDURE:** City application packets are available from the City Hall Information Window, or by downloading from www.columbiaheightsmn.gov, or by calling Nancy at (763) 706-3606. City application MUST be completed and returned to the Human Resources Director/Assistant to the City Manager, City of Columbia Heights, 590 40th Avenue N.E., Columbia Heights, MN 55421, no later than 4:30 PM, Friday, July 27, 2018.
- SELECTION PROCEDURE:** Applicants will be evaluated on the following:
Experience and Training50%
Oral Interview50%
- CLOSING DATE:** Applications accepted until 4:30 PM, Friday, July 27, 2018.

EOE M/F/V/H
The City of Columbia Heights does not discriminate on the basis of disability in employment or the provision of services.