

CITY OF COLUMBIA HEIGHTS
EMPLOYMENT OPPORTUNITY
OPEN COMPETITIVE

Date: December 6, 2019

POSITION: **PART 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.

SALARY: \$18.88 - \$21.45/hour (2020 wage schedule)

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 Manager, City of Columbia Heights, 590 40th Avenue N.E., Columbia Heights, MN 55421, no later than 4:30 PM, Friday, December 27, 2019.

SELECTION PROCEDURE: Applicants will be evaluated on the following:
Experience and Training 50%
Oral Interview..... 50%

CLOSING DATE: Applications accepted until 4:30 PM, Friday, December 27, 2019.

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.