

## **Division Director**

### **Administration**

**# 9U574**

The New Hampshire Liquor Commissions Division Director of Administration is responsible to provide direction to the entire operation of the NH Liquor Commission Administration Division. The Unclassified Director/Chief Operating Officer is responsible for directing agency wide operations with limited resources to the most productive uses with the aim of optimizing revenue and creating maximum value for the citizens of the State of NH, in accordance with legislative intent, state and federal laws, and generally accepted accounting procedures.

The Director of Administration is responsible to provide exceptional leadership to personnel while ensuring agency wide oversight of budget control, efficient operations, information technology, real estate and facilities. The Administration Division Director will perform a variety of complex administrative duties by planning, coordinating, implementing, and directing professional principles and oversights of the Division of Administration support functions. The Division Director of Administration is appointed by the commission and serves at the pleasure of the commission based on professional conduct and competence.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure policies and procedures for the Division are in compliance with State, Federal, and Local laws including the NH Statutes and State of NH Liquor Commission Administrative rules.
- Ensure efficient operations of the Division; Enforce Commissioners directives; Ensure financial forecasting and funding strategies are enforced and maintained throughout the State of New Hampshire Liquor Commission; Monitor pending legislative process for pending legislation related to the commission to ensure fiscal notes and testimony required for the legislation is provided.
- Strategize and implement efficient programs in order to carry out the Mission and Goals of the NH Liquor Commission; Review the Administration Division performance and effectiveness by formulating programs, policies, and procedures in order to alleviate deficiencies; Ensure that the NH Liquor Commissions Best Practices are professionally delivered and maintained.
- Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation for the Administration Divisions operations.
- Coordinate and cooperate with the exchange of information and/or activities with other NH Liquor Commissions Employees, Elected/Appointed Officials, Legislative Fiscal Committee, Governor and Council, Government Agencies, Public Agencies, Community, Business Representatives and the Public on all aspects of the Administration Divisions activities.
- Responsible to oversee the Division of Administration Financial Budget.
- Responsible to implement and maintain efficient Division or Agency programs and practices in order to maximize the profitability for the State of NH.
- Ensure a harmonious professional working relationship with the NH Liquor Commissions Commissioners, Division Directors, Finance Director, Human Resources Director, and all NH Liquor Commission employees in order to apply fair, firm, and consistent practices.
- Responsible to abide to, and enforce, the State of NH Liquor Commissions Administrative Rules, Policies & Procedures, State of NH Statutes, The State of New Hampshire Division of Personnel Rules, The Collective Bargaining Agreements and other applicable State & Federal Laws.
- Performs other duties are required by the commission.

#### **Below are the Minimum Qualifications of this position:**

**Education/Experience:** Juris Doctorate from an American Bar Association recognized law school is strongly preferred, or a Master's degree from a recognized college with a major study in business law, public

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administration or business management, or the equivalent with ten years of progressive business, legal, or law experience at a Management level in a business that is comparable or larger than the State of NH Liquor Commission; Minimum of five (5) years of public sector experience or twenty (20) years of combined progressive experience as stated above.

**License/Certification:** Valid driver's license and/or access to transportation for statewide travel.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of judicial procedures and rules. Thorough knowledge of common, statutory and constitutional laws of the state. Ability to explain statutory laws, precedent and procedural use. Ability to prepare legal pleadings, briefs and memoranda and legal research. Ability to detect and correct errors relating to contracts, legislation and legal briefs. Ability to communicate effectively both orally and in writing with a wide variety of agencies. Ability to establish and maintain harmonious relationships with legislators, attorneys, law enforcement officials and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority. Knowledge of organization policies, procedures, systems and objectives. Knowledge of fiscal management and personnel techniques. Excellent leadership skills with demonstrated ability to effectively lead in a changing environment. Knowledge of governmental regulations and compliance requirements. Knowledge of computer systems and applications. Skill in planning, organizing, prioritizing, delegating and supervising. Skill in exercising initiative, judgment, problem-solving, decision-making. Skill in developing comprehensive reports. Ability to analyze and interpret complex data. Skill in developing and maintaining quality improvement.

**DISCLAIMER STATEMENT:** This supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

The above is an accurate reflection of the duties of my position.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Supervisor's Name and Title

The above job description accurately measures this employee's job duties

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

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