

SUPPLEMENTAL JOB DESCRIPTION

Classification: Administrator IV
Position Title: Administrator IV
Position Number: 14237

Function Code: 0072-077
Date Established: 9/6/95
Date of Last Amendment: 1/6/12

SCOPE OF WORK: Oversees all aspects of Marketing, Merchandising, Purchasing, Store Operations, Warehouse, and Transportation. Is responsible for overseeing and administering all aspects of marketing and sales, store operations and warehouse distribution under the direction of the Commission.

ACCOUNTABILITIES:

- Oversees all aspects of the Commission Sales, Marketing, Purchasing, Store Operations and Warehouse distribution programs, through the assignment of personnel to select tasks and evaluation of product and program results.
- Applies professional expertise to properly oversee professional and technical employees with responsibility for organizing and establishing procedures, developing methods, flow of work and assigning duties as to ensure quality and quantity of work performed are at a high level of technical competence.
- Plans, formulates, and evaluates policy and procedures for improved sales, store operation, and warehouse distribution to maximize state revenues.
- Evaluates program operations for effective areas and proper allocation of agency or program resources and implement required fiscal and programmatic changes.
- Considerable initiative, judgment, and resourcefulness required in reviewing, planning, and developing policies and procedures concerning program responsibilities, recommends needed changes to the various managers and coordinates activities with other administrative units of the agency.
- Identifies agency requirements and interprets administrative rules and laws to properly support and effectively implement the program.
- Oversees current and long range purchasing schedules for the most cost efficient procurement and delivery of Liquors and Wines throughout State retail stores and the private sector.
- Oversees advertising, sales, promotional and product selection programs.

MINIMUM QUALIFICATIONS:

Education: A Masters Degree from a recognized college or University with a major study in marketing, business administration, or related field.

Experience: Eight years experience in business management within a retail or hospitality setting, business or retail marketing, merchandizing, and management, five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a 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.

SIGNATURE: The above is an accurate description of my position.

_____ Employee's Name & Signature	_____ Date Reviewed
Supervisor's Name & Title: _____Division Director of Marketing Merchandising, and Warehousing # 9U571 (currently vacant)____	

_____ Supervisor's Signature	_____ Date Reviewed
<i>Jennifer J. Elberfeld</i> MR	01/06/12

_____ Division of Personnel	_____ Date Reviewed
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