

State of New Hampshire Job Posting
Director of Administration – Chief Operating Officer
The New Hampshire Liquor Commission
Concord, New Hampshire
Unclassified Position # 9U574
Salary is set by statute RSA 94:1-a
Position Closes: September 1, 2016

SUMMARY:

The New Hampshire Liquor Commissions Division Director of Administration /Chief Operating Officer (COO) is responsible to provide direction to the entire operation of the NH Liquor Commission. The Unclassified Director 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 supporting the NH Liquor Commissions' Mission, Vision, and Values by exhibiting the following behaviors: Excellence, Competence, Collaboration, Innovation, Respect, Personalization, Commitment, and Accountability.

RESPONSIBILITIES:

- Ensure agency wide oversight of budget control, efficient operations, information technology, real estate, and facilities. Performs a variety of complex administrative duties by planning, coordinating, implementing, and directing professional principles and oversights of the Division of Administration support functions.
- 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 Executive Commission 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, Chief Financial Officer, Director of Human Resources, 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.

EDUCATION/EXPERIENCE: Master's degree or greater preferred or Bachelor's from a recognized college with a major study in business law, public administration or business management, or the equivalent. Five (5) years of progressive business, legal, or law experience; five (5) years of public sector experience or ten (10) years of combined education/experience.

License/Certification: Valid driver's license for statewide travel.

SPECIAL REQUIREMENTS: 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. Ability to supervise personnel and manage conflict. 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.

Applicants will be subject to a reference check and criminal background check.

Applicants are encouraged to submit a resume, and cover letter, referencing position title, to the attention of Ms. Kelly Mathews, Director of Human Resources, The New Hampshire Liquor Commission, PO Box 503, 50 Storrs Street, Concord, New Hampshire 03302-0503, or via email: kelly.mathews@liquor.state.nh.us. Cover letter should include applicant's salary history and expectations.

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