

ALCOHOLIC BEVERAGE CONTROL INSPECTOR

Job Class: 9109

Part-time

FLSA: Non-exempt

Updated: 6/16

GENERAL STATEMENT OF DUTIES:

This is inspections and enforcement work ensuring compliance with Federal, State and County laws, rules and regulations on alcoholic beverage sales and service.

DISTINGUISHING FEATURES OF THE CLASS

Employees in this class interactively work with licensees and their employees, City police and other City personnel to exchange routine information, conduct detailed interviews, provide instruction, provide evidence or exchange of non-routine information as major procedural or enforcement policies change. Employees in this class carry out routine investigations and surveillance activities, field inspections, service calls and other compliance-related duties to educate and assist owners, operators and employees on compliance and to determine if alcoholic beverages violations exist. Employees also work with more experienced employees in non-routine duties.

Core work involves explaining and interpreting codes and program processes, attempting to obtain voluntary participation or compliance, recommending or taking enforcement action, preparing brief reports and drafting basic correspondence, attending training courses, gathering evidence, preparing cases for court and supporting or providing (or supporting others who provide) information to the public and other types of outreach. Assignments vary somewhat and require some analysis of conditions and issues, and the selection and application of various methods and standards. Problem solving initially involves straightforward situations, then progresses to more complex situations as skills increase. Assignments are carried out in accordance with applicable codes, ordinances, rules and/or standards, as well as Board of License Commissioners and supervisory policies. Typically, work is reviewed through direct observation, written and verbal reports, discussions and conferences and other ways and means for quality, quantity, timeliness and other factors, including adherence to policies. An employee in this class uses initiative in carrying out recurring assignments independently without specific instructions, but typically refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or assistance, either face-to-face or electronically.

EXAMPLES OF DUTIES: (Illustrative Only)

- Investigates licensed facilities to ensure compliance with Federal, States and County laws, rules and regulations on alcoholic beverage sales and service.
- Explains, interprets and applies codes, regulations and program processes.
- Tries to gain voluntary compliance, then recommends or takes other enforcement action(s).
- Issues citations, reports, notices, signs and orders.
- Conducts undercover surveillance of licensed and unlicensed alcoholic beverage establishments, underage co-workers employees/volunteers and police officers.
- Analyzes alcoholic beverage licensee's business records to develop evidence, including keg registration, alcoholic beverage purchases and sales, retail delivery, food purchases and sales, employee records and alcohol awareness certifications.
- Interviews license applicants, licensees, employees, defendants, members of the general

public, complainants, and others to obtain information, identify issues, provide service, and resolve problems.

- Prepares brief written reports and drafts basic correspondence.
- Provides, or supports others who provide, information to the public and other types of outreach by working with citizens, business owners, managers and others.
- Prepares case testimony for alcoholic beverage meetings, hearings and court. Testifies, as assigned or required.
- Keeps abreast of Federal, State and County laws, rules and regulations on alcoholic beverage and sales and service.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Federal, Employees in this class conduct inspections and respond to complaints or other calls for service late at night, in early in the morning, weekends, etc. and may have to work rotating schedules and/or serve time on call.

- State and County laws, rules, regulations and standards on alcoholic beverage sales and service, and skill in interpreting and applying laws to normally recurring assignments.
- Skill in the use of directly related technical standards, methods, materials, techniques and equipment to normally recurring assignments. This includes inspection and enforcement methods and techniques, such as detailed interviewing and records review.
- Ability to solve problems in alcoholic beverage sales and service enforcement.
- Interpersonal skills and a customer service orientation to serve the public effectively.
- Ability to communicate facts clearly and effectively, both orally and in writing.
- Ability and willingness to attend meetings and perform a range of assignments at various locations.
- Ability and willingness to work in bars and restaurants and among persons under the influence of alcohol.
- Seminal ability to read construction drawings and blueprints.

ACCEPTABLE EXPERIENCE AND TRAINING:

Completion of sixty (60) college credits *or* two years experience in code enforcement and/or law enforcement work, or in a related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence. Employees in this class conduct inspections and respond to complaints or other calls for service late at night, in early in the morning, weekends, etc. and may have to work rotating schedules and/or serve time on call.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to perform required inspections on sites, mainly

performed indoors (including offices, bars and restaurants) and sometimes outdoors under adverse weather conditions; ability to work with uncooperative people and persons under the influence of alcohol, some exposure to unpredictable behavior by people bar and restaurant patrons and others encountered and similar types of risks; ability to withstand periods of driving, standing, walking, standing, climbing, stooping, lifting of some objects that weigh up to 20 pounds, infrequent lifting of objects that weigh up to 50 pounds and application of equivalent forces in pushing and pulling (in seizing illegal products and evidence).; ability to withstand working in all extreme weather conditions; ability to operate a motor vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person, over a telephone and/ or two-way radio.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and/ or two-way radio.

Freedom from mental disorders which would interfere with performance of duties as described.