



# Major, Alcoholic Beverage

Salary Group: C08

Class Code: 9963

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>
SERGEANT, ALCOHOLIC BEVERAGE	9960	C04
LIEUTENANT, ALCOHOLIC BEVERAGE	9961	C05
CAPTAIN, ALCOHOLIC BEVERAGE	9962	C06
<b>MAJOR, ALCOHOLIC BEVERAGE</b>	<b>9963</b>	<b>C08</b>

## GENERAL DESCRIPTION

Performs administrative and managerial alcoholic beverage code enforcement work. Work involves developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating enforcement program activities; developing and evaluating budget requests; and managing and overseeing staff and enforcement activities in an enforcement region. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Allocates available resources to maximize efficiency and effectiveness of operations.

Conducts personnel complaint or accident investigations involving staff.

Coordinates enforcement activities with other law enforcement agencies.

Directs and oversees enforcement operations.

Ensures operational planning and the availability of sufficient resources.

Ensures that statutes, administrative rules, case law, policies, and procedures governing agency actions are applied in a consistent and fair manner.

Interacts with the general public, other agencies, local officials, industry groups, and civic groups to generate support for agency goals, objectives, and methods, and to obtain feedback to improve agency operations.

Monitors performance reports to identify deficiencies and exemplary performance and takes action to correct deficiencies and to reward exemplary performance.

Oversees budget preparation and execution.

Plans, implements, coordinates, monitors, and evaluates policies and procedures for the agency.

Provides feedback and coaching to help recognize and overcome observed deficiencies.

Serves as an information conduit and liaison between staff.

Supervises the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Eight years of satisfactory service as a commissioned peace officer, including management experience. Graduation from an accredited four-year college or university with major coursework in criminal justice, criminology, police science, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the Texas Alcoholic Beverage Code, the Texas Penal Code, and other applicable statutes; of agency rules, policies, and procedures; of internal affairs investigatory processes; of management principles; of the regulatory procedures related to the manufacturing, distribution, and selling of alcoholic beverages; and of administrative management processes and personnel management.

Skill in developing strategic plans and operational procedures, in making oral presentations to groups of various sizes, and in using a computer and applicable software.

Ability to interpret rules, regulations, policies and procedures; to exercise independent judgment; to demonstrate proficiency in the use of firearms; to maintain and secure confidential information; to constructively supervise and evaluate the work of others; and to communicate effectively.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

Must be certified as a Texas peace officer by the Texas Commission on Law Enforcement. Must possess a valid driver's license.