



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

## **ALCOHOL LICENSING ADMINISTRATOR**

DAWSON COUNTY MARSHAL'S OFFICE

Full-Time/Hourly/Non-Exempt

### **JOB SUMMARY**

This position is responsible alcohol licensing services for business alcohol licensing. Administration provides services for businesses that have alcoholic beverage sales within Dawson County.

### **MAJOR DUTIES**

- Receives, evaluates and processes Alcohol License Applications and alcohol licenses for new businesses, new business staff and annual renewals.
- Responsible for the issuance of Employee pouring permits and the collection and posting of excise taxes
- Provides information to the public pertaining to licensing of businesses and assists with instructions for completing licensing forms.
- Provides Sheriff's Office with application information for criminal background checks.
- Responsible for completing a bi-annual employee Alcohol audit with all establishments who have servers serving alcohol.
- Produces receipts when applicant/s pay fees; must reconcile receipts each day and prepare receipts/monies for Finance Department.
- Contacts unlicensed businesses regarding licensing ordinance and proper compliance; and business with expired licenses regarding renewals.
- May assist in the preparation of reports, summaries, and analyses as requested by the Director.
- May assist in the analysis and drafting of requested amendments with the assistance of the department Director to the Alcohol Ordinance
- Relays messages and disseminated information to department employees; types correspondences as needed.
- Assists with greeting customers and ascertains their concerns; responds to basic in-office inquires related to permits, applications, plan review, property maps, code enforcement concerns, and other matters.
- Serves as back-up to the Administrative Assistant when they are out.
- Attends public meetings as needed.
- Performs other related duties as assigned.

### **KNOWLEDGE/ SKILLS / ABILITY**

#### **KNOWLEDGE OF:**

- Modern office principles and procedures.

- Familiarity with State Alcohol Laws and practices
- Processing Alcohol Licenses
- Knowledge of the County ordinances, codes, policies, and procedures.

#### **SKILLED IN:**

- Phone Etiquette
- Organization; establishing and maintaining records.
- Operating modern office equipment, such as a computer, calculator, facsimile machine, and copier.
- Communication, both verbal and written is vital, interpersonal skill as applied to interaction with co-workers, management, contractors, vendors and the general public.
- Performing mathematical and accounting calculations.

#### **ABILITY TO:**

- Review Alcohol License applications for compliance
- Effectively present material either orally or in a written format.
- Establish and maintain an effective working relationship with fellow county employees, department heads, elected officials, county management, business owners and the general public.

#### **COMPLEXITY**

The work consists of related technical and administrative duties. The volume of duties performed and time constraints contribute to the complexity of the work.

#### **CONTACTS**

- Contacts are typically the general public
- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### **ADA MINIMUM REQUIREMENTS**

**Scope of Performance:** The purpose of this position is to review alcohol license applications, issue Alcohol and Employee licenses and maintain records regarding licensing in accordance with the Dawson County Alcohol Ordinance and statewide alcohol regulations. In addition, this position will be responsible for the collection, posting and depositing of all excise taxes. Successful performance contributes to the efficient operation of the department and undue scrutiny from the auditors.

**Physical Ability:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

**Environmental Factors:** The work is typically performed in office settings.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The County Marshal assigns work in terms of general instructions. Completed work may be spot-checked for compliance with procedures and the nature and propriety of the final result.

## MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must possess a high school diploma or GED equivalent plus a minimum of two years' experience in a related field; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position.
- Excellent verbal and written communication skills.
- Possess exceptional interpersonal communication, data entry and organizational skills.
- Skilled in operating modern office equipment and knowledgeable in office procedures and administrative methods.
- Microsoft Office proficient.
- Experience with licensing preferred.
- Knowledge of geography of the county (including subdivisions, roads, and street names) preferred.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_