

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 008012  
Grade 18  
FLSA: N**

**LIQUOR STORE ASSISTANT MANAGER**

**DEFINITION OF CLASS:**

This is supervisory retail sales work involving the management of a County liquor store. Contacts are with subordinate employees to assign and coordinate work and resolve operating problems and with management employees to provide and receive information. This class of work requires an employee to provide direct public service or assistance on a sustained basis.

An employee in this class is responsible for the operation of County Liquor Stores in the absence of Store Manager. The work involves the responsibility for assisting in, and independently performing, the scheduling and assignment of personnel; ordering of merchandise; maintenance of inventory records; preparation of operating reports; and ensuring compliance with applicable Federal, State, and County laws, rules and regulations and Departmental policies governing store operations and the sale of alcoholic beverages. Employees work a varied schedule in order to provide supervision during the hours of store operations; when not on duty, the employee may be on call in the event of emergencies. The employee supervises the work performed by a group of employees in order to ensure the efficient operation of the liquor store. Guidelines consist of Department policies and procedures and applicable alcoholic beverage laws and regulations. An incumbent works independently; only unusual situations or problems are referred to higher level management for assistance. Work is evaluated for conformity to Department policies and procedures, efficiency of store operations, and for resolution of problems and complaints. The complexity of the work is characterized by the number of variables to be considered and evaluated in planning efficient store operations, solving staffing problems and resolving customer complaints. The work of the incumbent affects the efficiency of the Department's retail operations. Work is performed in a store environment and requires long hours of standing and frequent movement and involves exposure to abusive, aggressive and unpredictable behavior from the general public in a work location to which the public has unrestricted, open access. An employee occasionally lifts cases of beer, wine and liquor weighing up to fifty (50) pounds and may infrequently lift merchandise weighing up to one-hundred (100) pounds.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Performs the duties and responsibilities of the Store Manager in the Store Manager's absence and, as necessary, the duties and responsibilities ordinarily assigned to subordinate employees to maintain effective service to the public, including the independent movement of cases weighing up to fifty (50) pounds.
- Schedules work assignments and provides general supervision of employees.
- Trains new personnel and instructs employees in Departmental policies and procedures.
- Ensures prompt and courteous service to customers and good relations with the general public.
- Oversees ordering, receipt, and storage of merchandise.
- Maintains control and sales records, including daily sales summaries, periodic inventories, and perpetual inventory.
- Maintains the store in clean and orderly condition.

- Supervises enforcement of all measures designed to ensure security of the store.
- Provides personnel evaluation recommendations and employee counseling.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the types and brands of merchandise sold.
- Considerable knowledge of the policies, procedures, rules, and regulations prescribed for the operation of the store to which assigned.
- Considerable knowledge of Federal, State, and Montgomery County laws and regulations related to the sale of alcoholic beverages.
- Knowledge of the principles and methods of retail store management, including the handling of stock, preparing sales reports, and maintaining a perpetual inventory.
- Ability to perform mathematical computations and maintain necessary sales inventories and other sales records accurately and legibly.
- Ability to operate cash registers, adding machines, and other equipment necessary to fully perform the duties and responsibilities of this position.
- Ability to assign and supervise the work of others.
- Ability to deal tactfully and effectively with people.
- Must have attained minimum age required by Maryland State Law to handle alcoholic beverages.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

**MINIMUM QUALIFICATIONS:**

**Experience:** One (1) year of experience as a Liquor Store Clerk II.

**Education:** Completion of high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**Physical Ability:** Ability to independently move by lifting and/or pushing single and case items weighing up to one-hundred (100) pounds.

**LICENSE:** None.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam with Drug Screen.

**Class Established:** October 1958

**Revised:** July 1968

July 1974

**Re-established:** July 1979

**Revised:** February 1981

June 1982

June 1983

September 1985

March 1989

**Classification Study:** June 1993 (M)

June 1999

April 2010

August 2013

Medical Protocol per OMS Review: August 2022