

Job Title : Chief Executive Officer

Summary: Manages and directs the organization toward its primary objectives, and directs and coordinates activities of departments in formulating and administering organizational policies, personally or through subordinate employees.

Essential Duties & Responsibilities include the following. Other duties may be assigned.

Supervises operations consistent with the Board's objectives and ensures their execution. Oversees senior management and leads staff meetings to ensure that department activities achieve implementation of the Board's policies.

Manages four subordinate supervisors who supervise a total of approximately 200 employees in the Law Enforcement, Store Operations, Human Resources and Finance/Accounting/I.T. departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Meets with organization's other executives to ensure that operations are being executed in accordance with the organization's policies. Guides and directs senior management in the research, development, implementation, and financial aspects of the Board's core business obligations (service, revenue, and control).

Directs the execution of current, short- and long-term goals, and establishes general and specific financial considerations subject to Board goals and objectives. Researches, consults, and negotiates with business vendors to promote same.

Implements programs that meet Board goals and objectives, as delegated by the Board, and regularly reviews and takes steps to ensure measures are taken to correct unsatisfactory results. Creates the environment or structure necessary to manage the Board's current and planned activities.

Co-plans and directs investigations and negotiations pertaining to the acquisition or sale of major assets subject to Board approval.

Implements market, industry, or historical research to facilitate Board's objectives.

Maintains a sound plan of Board organization, and establishes policies that ensure personnel development and provide for capable succession of management within stores/departments.

Develops procedures and controls that promote effective communication so that information flows throughout organization and industry.

Regularly monitors, adjusts, and evaluates results of overall operations and reports conditions to Board. Ensures responsibilities and accountabilities of all direct reports are defined and understood and that adequate resources are available to meet objectives.

Ensures that Board operations are carried out in compliance with federal, state, and local laws, and the regulatory guidelines of the North Carolina Alcoholic Beverage Control Commission.

Sets agenda to comply with Open Meetings Laws of North Carolina. Serves as Secretary to the Board, recording and maintaining Minutes, and complying with Open Meetings Laws of North Carolina.

Projects and plans for the future growth and fiscal stability of the Mecklenburg ABC system.

Education and/or Experience : Any combination of education and experience which could include graduation from a four-year college or university, six years' experience in administration of government service or a related field which includes considerable experience in public administration or private business, and considerable experience in personnel administration, supervision, budgeting, and retail management.

Language Skills : Ability to speak, read, and write English in a capacity sufficient to perform the tasks of the position. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Board, groups of managers, employees, industry and/or community representatives, customers, and the general public.

Mathematical Skills : Ability to add, subtract, multiply and divide in all units of measure; ability to calculate figures and

amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability : Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities : To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands : The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment : The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Reporting Relationship:

The incumbent reports to the Board.