

Announcement Date: May 9, 2007

State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
(334) 242-3389  
Internet: [www.personnel.state.al.us](http://www.personnel.state.al.us)

ABC OPERATIONS SUPERVISOR – 11715  
ABC PRODUCT/STORES PROGRAMS OPTION - 480  
\$33,223.20 - \$50,404.80

Department: Alcoholic Beverage Control Board  
Location: Montgomery

#### TYPE OF EXAMINATION

A **promotional** register will be established for present employees of the Alcoholic Beverage Control Board who meet the qualifications listed below by the closing date of May 30, 2007. Qualified applicants will be evaluated based on their training and experience as shown on their application.\* This evaluation will comprise 95% of the final score, and an average of service ratings for the last three years will comprise the remaining 5%.

#### QUALIFICATIONS NEEDED TO APPLY

You must have **all** of the following to qualify:

- High school diploma or GED certificate **and**
  - Current permanent status as an ABC Sales Manager I, II, or III with the Alabama ABC Board to include five (5) years of experience as an ABC Sales Manager I, II, or III or ABC Store Manager.
- OR**
- Current permanent status in a comparable job with the Alabama ABC Board and five (5) years of experience in product management.

\* **Applicants:** Please provide detailed information regarding the nature of your job duties as either a sales/store manager or functional supervisor to include the number of employees you supervise and length of time in position.

#### KIND OF WORK

This is responsible supervisory and administrative work in directing the operations of a large number of state-owned liquor stores in an assigned geographic area. Employees in this class act as district supervisors exercising control over the operations of a large number of state-owned liquor stores. They are responsible for seeing that all stores in their district are operating according to prescribed policies and procedures and that a high level of efficiency is maintained. Duties include the responsibility for interpreting and enforcing administrative rules and regulations; assigning and evaluating the performance of store personnel; and promoting good customer relations. In the central office, certain positions in this classification may exercise broad functional management responsibilities over areas such as training, security, procurement, merchandising, and real estate functions. Employees exercise technical and administrative supervision through conferences with managers and regular store visits. Supervision received is limited to periodic conferences with superiors; the evaluation of sales and other activities; reports summarizing store operation; and intermittent store inspection.

#### HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **May 30, 2007**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

*Veteran's credits are NOT allowed on promotional examinations.*

*Individuals currently on the register MUST reapply to remain eligible for employment.*

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.