

Announcement Date: January 30, 2008

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

**Gift Shop Manager - 10907
\$29,685.60 - \$45,038.40
Department: Tourism and Travel
Location: Montgomery**

TYPE OF EXAMINATION

An **open-competitive** register will be established for this classification. Qualified applicants will be evaluated as to the extent of training and experience as shown on their application. This evaluation will comprise 100% of the final grade.

QUALIFICATIONS NEEDED TO APPLY

You must have all of the following to qualify:

- High School diploma or GED certificate.
- Four years of experience in retail sales operations such as merchandise, gift, or souvenir shops to include three years of supervisory experience.

KIND OF WORK

This is responsible management work in planning and directing the sales and inventory activities of a state operated gift shop. The employee in this classification is responsible for all aspects of the operation of a gift shop. Employee selects and purchases merchandise for resale, works with vendors to create custom Alabama merchandise, plans and coordinates special events, manages and organizes reports, and greets and assists customers. Supervision is exercised over subordinate employees and performance is evaluated through regular meetings with the supervisor.

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 **February 20, 2008**. 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.

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.