

### Class Concept

Position is the top management position within the ALE and oversees and directs the daily operations and administration of all programs assigned to ALE. Employee is responsible for developing, overseeing, and executing the ALE Section Strategic Plan. Employee supervises and manages staff that provides enforcement and regulation for the control and regulation of the sale, transportation, consumption and manufacturing of alcoholic beverages, controlled substances, tobacco, lottery, gambling, and criminal laws, and the administration of the Boxing Authority and bingo program. Employee works to provide ALE with the needed staff and resources to meet objectives. Employee decides which new programs, systems, and procedures are to be implemented and which best meet the needs of ALE and the citizens of North Carolina. Employee reports to the Director of the SBI.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of State and Federal laws pertaining to alcoholic beverages, tobacco, and controlled substances.
- Thorough knowledge of modern principles and methods of investigation and law enforcement, including rules of evidence, use of technical equipment, laws of arrest, and search and seizure.
- Thorough knowledge of all facets of the ALE, including all related policies and procedures.
- Skill in budgetary oversight to include developing expansion budgets.
- Ability to lead, coach, mentor, and if necessary discipline subordinate staff.
- Ability to coordinate investigations with other law enforcement agencies.
- Ability to clearly communicate both orally and in writing and convey technical information and promote understanding of relevant issues.
- Ability to build collaborative relationships both within and outside of ALE to facilitate the accomplishment of ALE mission and goals.

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution, and two years of experience as an ALE Manager; or an equivalent combination of education and experience.

#### Necessary Special Qualifications

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Education & Training Standards Commission.