

## **ATAC EDUCATION COORDINATOR**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for coordinating the alcohol sales and service training program, Certificates of Qualification for alcohol sales and service, and a public education program emphasizing responsible alcohol sales, service, and consumption. Incumbent supervises a clerical assistant and reports to the Alcohol and Noise Control Manager.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed. All duties performed by any single incumbent may not be listed, nor does any incumbent perform all of these examples.)

Coordinates, updates content, and conducts training classes required for Certificates of Qualification to sell or serve alcohol. Selects, trains, certifies, assigns, and records classes taught. Oversees clerical operations related to issuance and record keeping of Certificates of Qualification and maintains confidentiality of records. Evaluates and approves or denies applications, as well as explains denials and rights to applicants. Tracks violations on all certificates issued. Conducts an educational program which explains state and local laws regarding alcohol sales and service, promotes responsible sales, service, and consumption of alcohol, and creates public awareness of drinking and driving as a societal problem affecting the community. Answers related individual inquiries. Gathers data, identifies areas needing attention, keeps up with literature and legislation regarding sales and service of alcohol, and assists law enforcement officials by providing necessary information.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES AND SKILLS**

Thorough knowledge of applicable state and local laws concerning alcohol sales and service, and legislation regarding the operation of a motor vehicle while intoxicated or under the influence of alcohol.

Considerable knowledge of operating procedures for business selling alcoholic beverages.

Considerable knowledge of techniques used in public safety oriented alcohol sales and server training and public informational programs.

Knowledge of confidential record keeping procedures.

Ability to communicate effectively with individuals, small groups, and large groups.

Ability to teach public safety classes for alcohol sales and service, and train others to teach same.

Ability to explain alcohol related laws, and apply them to different situations.

Ability to maintain an effective educational program within budget.

Ability to establish and maintain effective working relationships with other employees, law enforcement officials, outside agencies, local businesses, and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four year college with major course work in communications, public speaking, secondary education, law, law enforcement, substance abuse rehabilitation, hospitality/retail industry or a related field; with experience in conducting public safety oriented education; or any equivalent combination of training and experience.