

ORDINANCE NO. 93- 10

AN ORDINANCE AMENDING ORDINANCE 82-8 "AN ORDINANCE ADOPTING A CODIFICATION OF PERSONNEL CLASSIFICATION PLAN AND CODIFICATION OR PERSONNEL PAY PLAN, PROVIDING FOR WAIVER THEREOF, REPEALING PRIOR CONFLICTING ORDINANCES AND REGULATIONS, WITH SEVERABILITY CLAUSE AND EMERGENCY PROVISION" BY PROVIDING THE JOB DESCRIPTION AND PAY CLASSIFICATION FOR ALCOHOLIC BEVERAGE CONTROL ADMINISTRATOR; WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE

THAT WHEREAS, the City of Russellville has previously adopted Ordinance 82-8 "An Ordinance Adopting a Codification of Personnel Classification Plan and Codification of Personnel Pay Plan, Providing for Waiver Thereof, Repealing Prior Conflicting Ordinances and Regulations, with Severability and Emergency Provision", and the City has now determined that it is necessary and proper to amend that ordinance to provide for an accurate job description for the position of Alcoholic Beverage Control Administrator;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF RUSSELLVILLE THAT:

Section 1: The job description for Alcoholic Beverage Control Administrator as attached hereto and marked as Exhibit "A" is adopted for this position, and this position is classified as shown on the attachment for payment classification purposes.

Section 2: In the event any provision of this Ordinance is invalid for any reason, such invalidity shall not affect the validity of any other provisions.

Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.

Section 4: This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED ON August 3, 1993.

SECOND READING CONDUCTED AND PASSAGE by roll call vote this 17 day of August, 1993.

AYES:	NAYES:	ABSTAINING:	ABSENT:
<u>W. Hampton</u>	_____	_____	_____
<u>P. Bashan</u>	_____	_____	_____
<u>H. Wren</u>	_____	_____	_____
<u>R. Jones</u>	_____	_____	_____
<u>J. HANKINS</u>	_____	_____	_____
<u>K. Barrett</u>	_____	_____	_____



KEN SMITH, MAYOR

ATTEST:



PEGGY JENKINS, CITY CLERK

CLASS TITLE: CITY ALCOHOLIC BEVERAGE CONTROL ADMINISTRATOR

DEPARTMENT: POLICE

EFFECTIVE DATE: _____

APPROVED: _____

TITLE CHARACTERISTICS:

This person is responsible for the enforcement of city and state Alcohol Beverage regulations and laws. The person is also responsible for the monitoring of city alcohol tax collections to insure that payments are current and to take corrective actions if licensed businesses are delinquent. This position is part time, pursuant to city ordinance number (83-6). The position will work independently but will receive general supervision by the Administrative Captain of the Russellville Police Department.

ESSENTIAL DUTIES:

Enforcement of City Alcohol Beverage ordinances and State laws; constant inspections of alcohol licensed establishments to determine if there is compliance with current city and state regulations; conducts background investigations of potential alcohol licensees to determine if the applicant is eligible to receive an alcohol license; investigates complaints of illegal sales of alcohol by licensed and unlicensed persons or establishments; writes necessary reports and documents regarding investigations of illegal alcohol activities, background investigations of potential alcohol licensees, and any other required documents; works closely with, and coordinates with, the regional State Alcohol Beverage Control Agent; issues yearly business alcohol licenses; monitors monthly alcohol tax receipts for current status; contacts businesses that have failed to submit monthly alcohol tax receipts; conducts City hearings concerning suspension or revocation of City alcohol licenses; recommends audits of licensed businesses' alcohol sales and taxes; attends State hearings regarding potential alcohol licensees and suspension or revocation of alcohol licenses; operates and maintains vehicle assigned to this position.

MINIMUM REQUIREMENTS:

Must be at least 21 years of age; graduate of an accredited high school or GED; U.S. and Kentucky citizen; able to read and write the English language; able to read and comprehend state laws and city ordinances; no felony arrests; no arrests for use or possession of drugs; no D.U.I. arrests within the past five years; must possess valid Kentucky operator's license; ability to verbally communicate in a manner that can be clearly understood by other persons; able to operate a vehicle for

extended periods of time and exit vehicle several times; able to hear clearly conversations, police radio, and telephone conversations; ability to operate independently without supervision; must be able to be bonded.

SPECIAL RESTRICTION:

Must not have any financial interest in a business that has an Alcohol Beverage license, nor be employed by an Alcohol Beverage licensed business.