

ORDINANCE NO. 94- 3

AN ORDINANCE AMENDING ORDINANCE 83-8 "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 CLAUSE AND EMERGENCY PROVISION" BY PROVIDING THE JOB DESCRIPTIONS AND PAY CLASSIFICATIONS FOR ALCOHOLIC BEVERAGE CONTROL ADMINISTRATOR AND ALCOHOLIC BEVERAGE CONTROL ENFORCEMENT AGENT WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE

THAT WHEREAS, the City of Russellville has previously adopted Ordinance 83-8 "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 accurate job descriptions for the positions of Alcoholic Beverage Control Administrator and Alcoholic Beverage Control Enforcement Agent;

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

Section 1: The job descriptions for Alcoholic Beverage Control Administrator and Alcoholic Beverage Control Enforcement Agent as attached hereto and marked as Exhibit "A" and "B" are adopted for these positions, and these positions are classified as shown on the attachments 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.

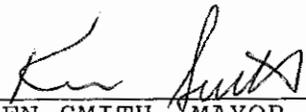
Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.

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

FIRST READING CONDUCTED ON May 17th, 1994.

SECOND READING CONDUCTED ON AND PASSAGE by roll call vote this 7th day of June, 1994.

AYES:	NAYES:	ABSTAINING:	ABSENT:
<u>Willie Hampton</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>Patricia Basham</u>			
<u>Howard Wren</u>			
<u>Russell Jones</u>			
<u>Jean Hankins</u>			
<u>Michael Baugh</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 administration of city and state Alcohol Beverage regulations and laws. Hears all local alcohol cases and attends State hearing regarding potential alcohol licensees and suspension or revocation of alcohol license. This 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, also recommends audit of businesses, that have alcohol licenses.

This position is held by the current Operation Captain of the Police Department. The position will be directly under the supervision of the Chief of Police of the Russellville Police Department. The ABC Enforcement Agent will come under supervision of ABC Administrator.

MINIMUM REQUIREMENTS:

This position requires that they must be rank of Sergeant or above in the Russellville Police Department.

SPECIAL RESTRICTIONS:

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

CLASS TITLE: CITY ALCOHOLIC BEVERAGE CONTROL ENFORCEMENT AGENT

DEPARTMENT: POLICE

EFFECTIVE DATE: _____

APPROVED:

TITLE CHARACTERISTICS AND 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, works closely with, and coordinates with, the regional State Alcohol Beverage Control Agent; and may recommend audits of licensed businesses' alcohol sales and taxes to ABC Administrator; operates and maintains vehicle assigned to this position. Enforcement includes, but not limited to, D.U.I. suppression, possession of alcohol by minors, alcohol sales without license, etc. Possesses same powers as a peace officer and authorized to carry a weapon in the performance of his duties. To attend annual inservice training, makes request of information from the LINK-NCIC system from authorized personnel, conduct criminal and civil investigations relating to alcohol beverage laws. Provide witness testimony in criminal proceedings as well as civil license suspension or revocation hearing. Will be under the direct supervision of the ABC Administrator.

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 convictions for use or possession of drugs; no D.U.I. arrests; must possess a 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 long period of time.

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.