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## **BOARD OF LICENSE COMMISSIONERS FOR ANNE ARUNDEL COUNTY**

### **Increase in Deputy Chief Inspector's Hours - HB0409**

#### **Chair, Vice Chair, and Members of the Committee:**

HB409, proposes to increase the Deputy Chief Inspector's weekly hours from five to ten, thereby raising the annual salary from \$9,000 to \$18,000.

The workload for this position has increased significantly, as the Deputy Chief Inspector now plays a critical role in providing IT support to the 19 other inspectors. This includes assisting with inspection software, hardware, the inspection portal, and inspection forms. Given these added responsibilities, an increase in weekly hours is necessary to ensure continued efficiency in inspection operations.

This increase would be covered by existing Liquor Board budgets and would not require an increase in license fees or use of any tax dollars.



## **JOB DESCRIPTION for DEPUTY CHIEF INSPECTOR of the ANNE ARUNDEL COUNTY BOARD of LICENSE COMMISSIONERS**

Position of Deputy Chief Inspector is a part-time (5 hours per week) position with dual authority under Anne Arundel County and Maryland State Comptroller's Office.

### **Mission of the Deputy Chief Inspector**

To ensure that the Rules and Regulations of the Board of License Commissioners and Maryland state law are followed by licensees in a manner consistent with both the well-being of the citizens of Anne Arundel County, and the steady flow of fair alcohol commerce therein.

*This position is part time, with an obligation for the Deputy Chief Inspector to work 5 hours per week. As such, the duties set forth below shall be limited to not more than 5 hours per week.*

### **Duties and Obligations of the Deputy Chief Inspector**

1. Work as directed by the Chief in any capacity required to fulfill the duties of an Inspector for the Liquor Board or assist the Chief to complete tasks assigned by the Chairman, Commissioners, or requested by the Executive Director, and/or Administrator.
2. Assist the Chief in the training and on-boarding of new Inspectors including, but not limited to (i) assistance with in-the-field training; (ii) acting as point person for the set-up and training of Inspectors on any County-provided devices (e.g. iPads, cellular phones, associated apps, etc.) and; (iii) acting as the Inspector's first point of contact for resolving any technical issues which may arise in connection with any such devices.
3. With oversight from the Chief, act as point person for staffing and managing special events and one-day liquor licenses, when necessary.
4. Fill in for any vacancy created by the absence of an Inspector due to illness, vacation, or prolonged down time.
5. When necessary, assist the Chief or Administration on information gathering, investigation, or surveillance work pertaining to ongoing open case files.
6. Assume the duties and responsibilities of the Chief in the Chief's absence, as needed.