

Job Posting

Department: 26 - Liquor Control Board
Organization: 268430 - Bureau of Product Selection
Job Code/Title: 23705 - Director, Bureau of Product Selection PLCB

Position Number: 122520

**Announcement
Number:**

County: Dauphin

Work Location: Northwest Office Building
Capital and Forster Streets
Harrisburg, PA 17124

Type of Job: Non-Civil Service

Union: No Union Representation (Not subject to provisions of a union agreement.)

Bargaining Unit: A3

Seniority Unit:

Type Position: Permanent / Full Time

Salary Range: \$64,215 - \$97,644

Pay Schedule / Range: MA / MA10

Posting Length: 30 days

Posting Dates: 3/20/2014 - 4/20/2014

Contact Number: (717)783-5324 or csprout@state.pa.us

Description of Duties: This person will be responsible for the development, implementation, and efficient maintenance of a merchandise selection that meets the demands of Pennsylvania consumers. This employee is responsible for market analysis, product analysis, and resource allocation analysis directed at efficiently meeting the merchandise requirements of the Board.

Duties include:

Plans, directs, and coordinates the activities of the Luxury Division & Category Management Division.

Recommends to the Board products to be sold through the PLCB system after analysis of sales and pricing.

Directs the development, implementation, and evaluation of system standards, policies, and procedures to ensure that profit levels are maintained.

Establishes/directs all Marketing Plans for sales, special

purchasing allowances, floor merchandising and special programs which are then coordinated with Retail Operations. Directs the establishment of shelf management for greater profits, inventory turnover, and rate of inventory return (ROI). Oversees and sets policy for wine and liquor promotions, orders and deliveries to allow for increased profits and consumer/licensee satisfaction. Meets with interested private organizations, industry personnel, government officials, and general public to disseminate and promote PLCB policies and procedures.

Last Date Job Applications Will Be Accepted: **Sunday, April 20, 2014**

THIS IS A MANAGEMENT POSITION

Recruitment Method(s):

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Non-Civil Service Recruitment

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Six years of experience in a retail chain store environment, including two years in a management position that included experience in product purchasing, sales, merchandising, marketing, and business management and a bachelor's degree with major course work in marketing, business administration, or closely related field; or an equivalent combination of experience and training that includes two years in a retail management position that included experience in product purchasing, sales, merchandising, marketing, and business management.
2. Pennsylvania residency requirement waived.

How to apply - all candidates:

If interested in applying by mail, please send above specified materials to:

Please submit your resume and letter of interest to: ra-lbpersonnel@pa.gov.
