



The City of Mound operates an off-sale municipal liquor store called Harbor Wine & Spirits located at 2135 Commerce Blvd in Mound, MN. The City is accepting applications for a part-time **Assistant Store Leader** position. Assistant Store Leaders typically work weekday 2nd shifts (2PM – 8PM) and 2 weekends a month (consisting of both Saturday and Sunday shifts) for an average of 25 to 30 hours a week.

Assistant Store Leaders partner with the Store Manager to ensure store profitability and customer satisfaction. Their role is to lead the team in achieving daily goals, provide training and supervision, perform buying, merchandising and inventory control activities, and ensure quality control standards.

Must be able to work nights, weekends and holidays (excluding Thanksgiving Day, Christmas Day, New Year's Day and Easter Sunday) and perform the physical demands of job including routine lifting of 45-lbs and moving up to 150-lbs with help.

Wage Range \$24 - \$28 per hour DOQ

Open until filled.

QUESTIONS:

Ron Gust, Liquor Store Manager
Harbor Wine & Spirits
2135 Commerce Boulevard
Mound, MN 55364
rgust@cityofmound.com
(952)472-0648

Websites:

www.cityofmound.com

www.harborwinespirits.com

Application for Employment

We welcome you as an applicant for employment with the City of Mound. It is the policy of the City of Mound to provide equal opportunity in employment. The City of Mound will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant and, if you are selected for the position, as an employee.

The City of Mound accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact the City at 952-472-0600.

Personal Information

Name:	(Last)	(First)	(MI)
Street Address			
City, State, Zip			
Phone Number		Alternate Phone	
Email			

Please print in INK or type when completing this application

Title of position applying for:
Are you legally eligible to work in the United States in the position for which you are applying? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>
Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>High School</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>College/Technical</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Graduate/JD</i>

School Name	Address	Course of study	Degree
High School:			
College:			
Graduate School:			
Technical/Vocational:			
Other:			
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Employment Experience

List present or most recent employer first. **Please note that “see resume” is not an acceptable response for any entries on this application.** Resumes will only be considered in addition to, but not in lieu of, this application. Please provide up to 20 years of relevant work history.

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employment Experience (Continued)

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Unsalariated Experience

Describe any unsalaried or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Military Experience

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

Do you wish to apply for Veterans' Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Mound by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Mound is "at will", and that employment may be terminated by either the City of Mound or me at any time, with or without notice.

With my signature below, I am providing the City of Mound authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?". contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Mound in writing of any changes to information reported in this application for employment.

Signature

Date

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICE, MUST BE ATTACHED

(Veteran is defined by Minn. Stat. § 197.447)

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The City of Mound operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served

the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of Mound.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Position For Which You Applied		
Address (Street)			(City)	(State)	(Zip)
Closing Date:			Phone Number	Are you a US Citizen or Resident Alien?	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	

VETERAN (10 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, must be submitted to receive points)

Honorably discharged veteran Yes No

DISABLED VETERAN (15 points):

("Member Copy 4" of DD214, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points)

Percent of Disability: _____%
 Have you ever been promoted within the City of Mound employment? Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).

Date of Death: _____ Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points).

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Mound by the required application deadline.

Signature

Date

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, USDVA verification that veteran died on or as a result of active duty, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Mound. Please contact our office at (651) 281-1200 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Mound appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: Male Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? Yes No

Applicant Data Practices Advisory

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Mound. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under “Personnel Data” (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran’s status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of Mound, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes: except to the extent that release of time sheet data would reveal employee’s reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience;

Applicant Data Practices Advisory (Continued)

- The “complete” terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and you assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city’s Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements.¹ Furnishing the optional data requested about you is voluntary.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee’s data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City of Mound Human Resources Department at 2415 Wilshire Boulevard, Mound, MN 55364. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

¹ A city will want to review Minn. Stat. §363A.36 to determine whether it is required to have a formal Affirmative Action Program in place. If a formal plan is not in place, work with your legal counsel to review this sentence as appropriate.

City of Mound, Minnesota
POSITION DESCRIPTION

POSITION TITLE: Liquor Store Part Time Assistant Store Leader

DEPARTMENT: Liquor Operations

REPORTS TO: Liquor Store Manager

DATE OF LAST REVISION: March 2022

Job Purpose Summary:

To supervise daily operations and assigned personnel in the municipal liquor store, with essential functions including but not necessarily limited to: training and development of assigned personnel, product selection, ordering, receiving and price marking; merchandising and product display, inventory control; store opening / closing and security; banking functions and customer service.

ESSENTIAL FUNCTIONS

Accountabilities Shared with All City Staff

- Develops and maintains a thorough working knowledge of all City and department policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.
- Demonstrates by example the service excellence and integrity expected from all City staff.
- Develops respectful and cooperative relationships with co-workers, the public and all outside contacts / constituencies in a manner that helps establish, maintain and enhance Mound's reputation as a well-managed City.
- Confers regularly with and keeps Liquor Store Manager/City Administration informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Accountabilities for Operations

- Opens, closes and oversees daily operations of the municipal liquor store.
- Ensures all security devices and systems are working as designed.
- Contribute innovative approaches to products, events, services and promotions.
- Provide superior customer service by establishing a rapport with customers while offering informed sales recommendations.
- Train, coach and mentor liquor store clerks, ensuring daily goals and tasks are completed on a timely and accurate basis and that all staff adhere to store policies and procedures.
- Promote a collaborative, high energy and fun work environment where productivity and customer service are paramount.
- Stay up to date on food and beverage industry trends
- Attend team education sessions and offsite distributor tastings as needed
- Assist in portfolio selection, event planning and execution
- Clean, stock, merchandise while assisting with overall store operations

- Confers regularly with the Liquor Store Manager to evaluate sales results and customer buying / product preference patterns as one basis for recommending changes in the pricing, placement and promotion of products that will produce the best financial returns while keeping the store competitive.
- Makes periodic floor checks to ensure the store is clean and orderly.
- Ensures that the product placements and promotions are those that are most likely to increase sales.
- Performs cashiering duties, ensuring customers' transactions are completed in a timely manner and that customers are properly ID'd.
- Performs banking operations from the previous business day including: reconciling cash register drawers, filling out daily sales reports, determining bank deposit amount, and identifying cash over/under amounts.
- Addresses customer complaints and/or customer issues that may escalate.

Accountabilities for Supervision

➤ *Recruitment and Selection*

- Provides major input into the staffing of the retail clerk position with competent individuals whose knowledge, skills and abilities are consistent with established qualifications.
- Provides major input into evaluating retail clerks (all shifts) during their respective orientation (probationary) periods, ensuring the appropriate performance evaluation documentation is consistently completed in a thorough, accurate and timely manner.

➤ *Supervision, Training and Development, and Performance Management*

- Supervises retail clerks in a manner that ensures their uniform understanding of, and ongoing compliance with, established City and department policies, protocols and procedures, with an emphasis on the department's internal controls regarding store operations and transactions.
 - Provides an ongoing level of training and instruction required to ensure that retail clerks have a thorough knowledge of job accountabilities and performance outcome expectations, with a major emphasis on four key areas: a) Overall customer service in a competitive retail environment; b) Detecting and handling illegal, fraudulent attempts to purchase products; c) Accuracy of transactions; and d) Attention to personal safety and store security, particularly the handling of difficult customer issues that may escalate.
 - Confers regularly with retail clerks (on all shifts) to evaluate the quality and timeliness of customer service being delivered and provides leadership to continually improve the level and quality of customer service, with particular emphasis on product knowledge, customer preference patterns based on the store's sales results, and how to tactfully "build-the-sale".
 - Evaluates regularly the on-job performance of retail clerks (all shifts), ensuring the appropriate performance evaluation documentation is consistently completed in a thorough, accurate and timely manner.
- Performs additional essential job related functions as apparent or delegated.

Work Environment:

Primarily inside work, some of which is in a refrigerated area. Some outside work when either assisting with a large customer load or performing cleaning / maintenance on the outside perimeter of the Store.

Worker Requirements:

To be fully-qualified and meet performance expectations, an individual must be able to perform every essential function. Reasonable accommodations may be made to enable individuals with disabilities to perform all essential functions established for the position.

Skills Involved:

The ability to consistently apply skills learned through formal preparation and/or closely-related work experiences.

Schedules and Other Conditions:

While performing essential functions of the position, an individual must be available to attend meetings at any time scheduled, oversee Store operations anytime during open hours. Work requirements will occur and require time on a variety of days, evenings, weekends and holidays.

Physical Demands:

Performing essential functions of the position regularly requires stooping, bending, standing for long periods of time and lifting up to 45 pounds on a regular basis and to move up to 150 pounds with help on an intermittent basis. This position requires an individual to sit, stand, walk, bend, stoop, kneel, crawl, climb, balance, crouch, crawl, twist and turn. It can require reaching above shoulder level and away from body, including pushing and pulling. Must be able to use hands for simple and firm grasping frequently, occasionally for fine manipulation. Vision requirements include those of close vision, distance, color, peripheral vision, depth perception and the ability to focus. Must be able to speak and hear.

Mental Abilities:

The ability to read, write, and communicate directions, ideas, concepts and expected outcomes is required. Must possess the ability to manage work stress in critical situations and help others do the same. Position requires well-developed learning ability. Verbal communications need to be at the level of resolving conflicts or disputes on complex or emotional issues. Math skills need to be at a level consistent with performing operations and some advanced techniques used in analysis and planning. Reasoning ability needs to be at a level consistent with solving difficult problems where facts may be insufficient or misleading, requiring inquiry or research. Solutions require integration of information and considerable independent judgment. This position requires the ability to listen and express / exchange concepts and ideas.

Personal Attributes:

Flexibility and adaptability to changing work demands is essential. Adaptability to situations involving the interpretation of feelings, ideas or facts in terms of personal viewpoint; adaptability to influence people about opinions, attitudes or judgments about ideas or things; adaptability to perform repetitive work according to set procedures and sequence or pace; adaptability to perform under stress when

confronted with emergency, critical or unusual situations; and ability to work cooperatively with a variety of people to accomplish work demands according to established timetables. Must have the ability to supervise and/or coordinate the work of others so they may proceed with confidence in performing essential functions and expected performance outcomes.

Minimum Qualifications for the Position:

- High school graduate or GED equivalent
- 21 years of age or older
- Two to three years of progressive responsibility in retailing or direct sales
- One-year supervisory experience
- Demonstrated customer service skills and ability to multi-task and work with a variety of people.
- Demonstrated proficiency with Microsoft Word and Excel, websites, social media and point of sale systems
- Demonstrated leadership skills with the ability to train, coach and mentor staff, and resolve conflict.
- Demonstrated written/verbal communications skills and math/computational skills.
- Perform the essential physical demands of the position, including lift up to 45 pounds on a regular basis and 150 pounds with assistance on an intermittent basis
- Available to work days, evenings, weekends and some holidays
- Valid Minnesota driver's license or ability to attain

Additional, Desirable Qualifications for the Position:

- Liquor store operations experience
- Craft beer industry experience
- Keystroke Point of Sale system experience

Approved:

City Manager

Date