

# CALUMET CITY LIQUOR PROCESSOR

**Thaddeus M. Jones**  
*Mayor, City of Calumet City*



**Deston Dorchack**  
*Personnel Director*

**Deanne Jaffrey**  
*Chief of Staff & City Administrator*

## LIQUOR PROCESSOR

The Mayor of the City of Calumet City serves as the City's Liquor Commissioner and oversees the enforcement of the Liquor Code and Liquor Commissioner rules.

At the direction of the Liquor Commissioner, the Liquor Processor reviews applications and makes recommendations for licenses, conducts disciplinary hearings, and submits findings and recommendations to the Liquor Commissioner. The Liquor Processor also sends recommendations on liquor policy and procedure changes to the Liquor Commissioner. No member of the commission, or their spouse, parent, sibling, or child, shall have any ownership interest in, or be employed by, any licensed establishment.

### **JOB SUMMARY**

- The Liquor Processor is an at will employee and hired by the Mayor to assist with the responsibilities listed above and below (though not limited to)
- Reports directly to the Liquor Commissioner and/or Mayor's Chief of Staff
- Salaried full-time position
- Works in complete support of the powers and duties of the Liquor Commissioner
- The Liquor Processor works with the City's Police Department, Legal Department, and the Mayor's Office to coordinate implementation of the Liquor Code
- The Liquor Processor serves as the primary point of contact for all liquor license-related matters
- Processes all applications for liquor licensing in a timely and detailed manner
- Holds all applicants responsible and accountable according to the liquor license application process and City Codes
- Immediately reports any violations to the Liquor Commissioner
- Plays a major role in proposing changes to the liquor provisions in the City Code
- Assists with developing the Liquor Commissioner's Rules
- Makes suggestions relative to enforcement policies
- Holds liquor licensees accountable for following City liquor ordinance
- Neither the Liquor Commissioner nor the Liquor Processor determines prosecution of individual criminal violations
- Any other duties as assigned by the Mayor or his designee

# **CALUMET CITY LIQUOR PROCESSOR**

## **LIQUOR PROCESSOR APPLICANT QUALIFICATIONS**

- Must have knowledge of operations, services, and activities of a comprehensive municipality
- Must be available to work in office during regular business hours identified as Monday through Friday from 9:00 a.m. until 5:00 p.m.
- Be familiar with pertinent Federal, State, and local laws, codes, and regulations
- Possesses strong analytical and organizational skills
- No convicted felonies
- Have working knowledge of the application and hiring processes for fire and police
- Maintain a valid driver's license
- Must have U.S. citizenship