

City of Baltimore



Community Liaison Officer

Contractual (Renewable)

The Board of Liquor License Commissioners for Baltimore City (BLLC) is looking for a contractual Community Liaison Officer to liaise effectively between the BLLC and its various stakeholders, which include community associations, business organizations, and governmental agencies. In addition, the position requires its incumbent to attend in-person meetings and be able to articulate the BLLC's mission and goals, and report back to the agency any concerns or inquiries made of it by its various stakeholders.

Deliverables:

- Attends community, business association, and governmental meetings throughout the City of Baltimore on behalf of the BLLC.
- Disseminates information from and about the agency to the various stakeholders, takes questions and answers questions on agency policies, projects, and programs.
- Prepares documents for dissemination and all follow-up correspondence for community, business association, and governmental meetings attended.
- Generates reports and tracks attendance at community, business association, and governmental meetings for BLLC reporting purposes.
- Reports and documents allegations and inquiries regarding licensed establishments raised at community, business association, and governmental meetings and distributes to the proper personnel within the BLLC.
- Consults with the Executive Administration, advises community, business association, and government officials regarding specific problems and complaints associated with licensed establishments.
- Serves as the official agency representative on various boards, committees, or at intergovernmental agency meetings.

Qualifications:

- Knowledge of the rules and regulations governing the public sale of alcoholic beverages as embodied in the Alcoholic Beverages Article of the Annotated Code of Maryland.
- Knowledge of the rules, regulations, processes and procedures governing the investigation and observation of Baltimore City establishments licensed for the public sale of alcoholic beverages as embodied in the Rules and Regulations of the BLLC.
- Ability to act as a liaison on behalf of the BLLC at community, governmental, or business association meetings.

- Ability to attend community, governmental or business association meetings in a supportive role to Board members, Executive Staff, or members of the Inspection Division.
- Ability to write accurate, clear, and detailed assessments of meetings attended, inquiries made by stakeholders, and action items to be completed by BLLC staff.
- Ability to attend weekly Executive Staff meetings in order to brief BLLC officials on work product.
- Upon request, the ability to present in front of the Board take questions, provide responses, and follow-up post meeting when necessary.

Experience:

At least two years of experience acting as a liaison behalf of a private institution, governmental agency, or non-profit. The agency is looking for a candidate with extensive experience in verbal presentations before large groups of people, wherein the candidate presents, takes questions, provides responses, and follows-up post meeting when necessary. In addition, it is expected that the candidate has experience drafting written reports detailing occurrences during meetings, inquiries made, and action items to be addressed.

Education:

Requires a Bachelor's Degree in Communications, English, Political Science, or similar field of study from an accredited 4-year University or College.

To Apply

For immediate consideration, interested and qualified applicants should submit a resume and cover letter (including salary history/requirement) to talent.masters@baltimorecity.gov. **Attention:** Joseph Obasi

EOE/M/F/D/V