

FOOD AND ALCOHOL POLICY COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional work in the development, facilitation, coordination and implementation of integrated city-wide policies regarding alcohol use (both within the purview of the Alcohol License Review Committee, as well as in other venues), substance abuse, and healthy foods and food access-related issues. This work requires considerable skill in bringing together stakeholders (e.g., the ALRC, representatives of UW-Madison and the university community, alcohol-licensed establishments, law enforcement, Madison Metropolitan School District, and other entities) in identifying proactive strategies and responding to related issues. This position will exercise initiative, under the leadership of the Mayor, in meeting established objectives.

Examples of Duties and Responsibilities:

Coordinate implementation of a comprehensive alcohol policy for the City. Recommend policy-level changes to better meet program objectives. Evaluate local and national policies and ordinances related to reducing excessive consumption of alcohol to determine how they may contribute to new alcohol policies. Lead agency collaboration meetings to discuss alcohol-related concerns throughout the City. Research, develop, and coordinate ordinance and policy changes, working with relevant departments and stakeholders to educate on the changes.

Work with policymakers to develop and implement relevant preventive, measurable, evidence-based policies pursuant to the comprehensive alcohol policy. Coordinate the continued development of systems, including but not limited to ALERT (Alcohol License Enforcement/Emergency Response Team) meetings, to provide early intervention and assistance to alcohol-licensed establishments with developing safety problems. Provide information and consultation to licensed establishments regarding governing ordinances, statutes, and regulations pertinent to their operation.

Provide professional assistance in the development and implementation of tavern safety training programs/courses including, but not limited to, the existing Tavern Safety Training course; and continue the development and administration of a license tracking system. Conduct best practice research and identify available beverage service training. Meet with representatives of the UW-Madison and university community, law enforcement, tavern industry representatives, City agencies, and other groups and individuals to address alcohol-related and substance abuse concerns, and foster preventative strategies.

Assist in administering and coordinating substance abuse prevention programs for the City. Work collaboratively with substance abuse professionals, specialists, and community representatives to maximize community involvement in and to assess needs

and impacts of various drug, alcohol, and substance intervention and prevention strategies. Recommend policy-level changes to better meet program objectives. Evaluate local and national policies and ordinances related to reducing substance abuse to determine how they may contribute to new substance abuse policies. Work with the Police Department on the development and implementation of substance abuse prevention strategies in the schools. Work with policymakers to develop and implement relevant preventive, measurable, evidence-based policies pursuant to the comprehensive substance abuse policy.

Assist in administering and coordinating food access and health programs for the City. Work collaboratively with senior City officials, partners, and other staff to develop and implement city-wide food initiatives. Identify emerging opportunities and incubate new food initiatives related to Council and Mayoral goals. Enlist stakeholder participation in identifying and removing barriers to food access. Evaluate local and national policies and ordinances related to healthy foods and food access issues to determine how they may contribute to new City policies. Work with the Public Health Department on the development and implementation of healthy food and food access strategies in the schools. Conduct food information sessions and workshops. Develop and track performance indicators relative to City food policies and initiatives.

Attend trainings on trends and best practices relative to alcohol and substance abuse prevention and policies, and healthy food and food access policies.

Conduct public policy related research from national and international sources, and prepare statistical and/or analytic reports and recommendations. Research and prepare statistical and narrative reports to committees for analysis of ordinances and issues.

Provide information and engage in outreach activities pertaining to alcohol use, substance abuse, and food policy issues in the City. Develop and recommend related informational materials. Maintain and update the City's Alcohol Policy website. Make presentations to various groups to promote program objectives. Serve as media liaison on related issues. Coordinate planning of Mifflin Street Block Party, meeting with community stakeholders. Support Responsible Retailing Forum in Madison.

Work with the City Grant Writer to prepare grant applications and funding requests to support program activities.

Provide professional staff support to the Alcohol License Review Committee (ALRC), including by attending ALRC meetings and ALRC sub-committee meetings. Provide follow-up information and materials as requested. Train incoming ALRC committee members. Represent the Mayor's position on issues such as ordinance revisions, applications, etc.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of group dynamics and related facilitation skills. Working knowledge of process development and consensus building techniques. Working knowledge of the nature of drug, alcohol, substance abuse and techniques used in establishing effective prevention programs. Working knowledge of the literature and resources available to develop local awareness/abuse prevention programming. Working knowledge of public health, nutrition, agricultural, or food systems policy. Working knowledge of application nutrition theory and practices. Working knowledge and ability to use computer software applicable to the duties of the position. Ability to conduct related research, and develop statistical and narrative reports and recommendations. Ability to develop and make informational presentations in front of large groups. Ability to facilitate discussion and consider opposing viewpoints. Ability to understand and apply related regulations; and to advise others in their implementation. Ability to identify process stakeholders, to foster their involvement, and to reflect their respective positions in strategic process recommendations. Ability to develop and maintain effective working relationships with co-workers, other City agencies and the public. Ability to communicate effectively both orally and in writing. Ability to support and advise policy bodies. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Two years of responsible professional experience in performing research, analysis, and administrative support involving considerable involvement in consensus building and policy formulation. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in public administration, business, or a relevant social science. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

Department/Division	Comp. Group	Range
Mayor's Office	18	08

Approved: _____
Brad Wirtz
Human Resources Director

Date