

POSITION ANNOUNCEMENT

CITY & COUNTY OF HONOLULU | LIQUOR CONTROL ADMINISTRATOR

ABOUT THE ORGANIZATION

The Honolulu Liquor Commission is a statutorily established, quasi-judicial body responsible for regulating liquor licensing, enforcement, and compliance within the City and County of Honolulu. The Commission plays a critical role in public safety, economic development, and community well-being, overseeing a complex regulatory environment that touches thousands of licensees across O'ahu and even indirectly impacting the neighbor islands. While administratively attached to the City's Department of Budget and Fiscal Services, the Commission operates independently and is self-funded through liquor license fees, permit fees, and assessments.

As a high-touch regulatory agency and a significant economic driver for the City, the Liquor Commission operates at the intersection of public policy, law enforcement, business regulation, and customer service. The work is visible, consequential, and conducted under public and political scrutiny. The Commission relies on strong executive leadership to ensure that its licensing enforcement, audit, and administrative functions operate efficiently, transparently, and in compliance with state law and local rules.

ABOUT THE OPPORTUNITY

The Liquor Control Administrator serves as the chief executive of the Liquor Commission, reporting directly to the Chair and Commissioners, who are appointed by the Mayor and confirmed by the City Council. This is a CEO-level leadership role, requiring strategic vision, operational discipline, and the ability to lead through complexity. The Administrator is responsible for the day-to-day management of the Commission's full scope of operations, including licensing, investigations, enforcement, audits, fiscal management, and staff oversight.

The Commission has strong operators in place, but Commissioners are seeking a leader who can elevate team performance, strengthen internal leadership, and drive greater efficiency and accountability across the organization. The next Administrator will be expected to address application backlogs, modernize systems and processes where appropriate, and set a clear tone of professionalism, urgency, and service, while cutting through bureaucracy and moving the organization forward. This role also requires extensive external engagement. The Liquor Control Administrator serves as the public face of the Commission, working closely with licensees, City Council, state legislators, law enforcement agencies, industry stakeholders, and the broader community. Interisland and out-of-state travel are required.

The ideal candidate is a strong yet approachable leader who earns respect through credibility, decisiveness, and integrity. They are comfortable in the public eye and capable of navigating political, regulatory, and enforcement environments. A strong culture builder, this individual inspires staff, drives performance, and holds people accountable, with the confidence to rethink traditional approaches. Government experience is strongly preferred, with Hawai'i government experience a plus; direct liquor industry experience is not required. The Commission is open to

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leaders with demonstrated administrative, investigative, regulatory, or quasi-judicial experience who bring strong operational instincts, sound judgment, and the ability to lead a complex public organization through its next chapter.

Target Annual Salary: \$129,624 - \$207,504 depending on qualifications and experience.

HOW TO APPLY

Please submit the following, addressed to Liquor Commission Search Committee, c/o Inkinen Executive Search, via email to executives@inkinen.com by **May 18, 2026**:

- Cover Letter - expressing the reason for your interest in the Liquor Commission, and how your skills and experiences match the Liquor Control Administrator role.
- Resume

For detailed information, please visit <https://www.inkinen.com/cch-liquor-control-administrator>