

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Business License Administrator

Revision Date: 08/11

EEO Category: Admin Support

Status: Non-exempt

Control No: 30663

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Assistant Director of the Community Development Department, coordinates the issuing, renewing and enforcing of licenses and permits for businesses in Sandy City, including the development and implementation of business license ordinances to ensure compliance with applicable federal, state and local laws.

III. Essential Duties:

- Oversee the administration and processing of permit applications, including commercial, home occupation, alcohol, South Towne Expo Center events, and other temporary and itinerant events.
- Delegate license application processing responsibilities to support staff. Intervene and/or arbitrate on licensing issues when necessary.
- Provide technical training to City personnel on business license ordinances and applications.
- Research applicable regulations and laws. Draft business license ordinances for adoption by City Council and/or Planning Commission.
- Make formal presentations to City Council, Planning Commission, etc. on various topics, including the adoption of ordinances pertaining to business licenses as well as City licensing issues.
- Recommend and implement office procedures for all adopted ordinances.
- Perform financial account audits of alcohol license holders to monitor compliance.
- Coordinate the issuing of citations and notices to businesses to correct City license violations.
- Administer the calculation and collection of license fee renewals, delinquent penalties, civil penalties, collections, citations, judgments, fines and bonds. Issue license certificates.
- Work closely with City departments and other government regulatory agencies, including the Health Department, Consumer Protection, Labor Commission, State Alcohol Beverage Control Commission, Federal Department of Alcohol, Tobacco and Firearms, etc., to determine compliance with federal, state and local laws and to resolve process delays.
- Provide statistical and general license information to the public, City departments and government agencies.
- Act as business owner and government liaison regarding requirements, interpretation of ordinances and regulations of local ordinances, State professional licensing, business registration or organizational structure, financial assistance, small business assistance, consumer rights, etc.
- Assess and collect civil penalties, judgments, bonds and fines as provided by ordinance.
- Develop and maintain a tracking of payments, bonds, forfeitures and delinquencies. Participate in negotiations for settlement.
- Research and make recommendations for business license fee assessments and changes.
- Assist City Prosecutor in criminal and civil proceedings by gathering facts and participating in hearings regarding licensing issues. Testify in court as needed.
- Generate forms and other required documentation for all license related applications, bonds, certificates and invoices.
- Respond to complaints regarding Sandy City businesses, including providing analysis and verification of licenses.
- Accurately and confidentially maintain all licensing records. Prepare documents for long-term retention.

IV. Marginal Duties:

- Update business listings, forms, applications and other information on the City website.
- Answer questions and assist the public with sign permits, building permits/processes, development bonds, zoning and permitted uses, conditional use applications and fire inspections.
- Designate protected and private document information under GRAMA. Prepare release of publically available documents as requested.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree from an accredited college or university in accounting, business administration, public administration, planning or related field.

Experience: Requires three years of related work experience. May substitute additional experience for education on a year for year basis. Must be at least 21 years of age (due to responsibilities ensuring compliance related to alcohol sales).

Certifications/Licenses: Requires a valid Utah Driver's License. Requires successful completion of State and National certification programs for License Officials within two years of hire date. Once obtained, certification must be maintained during term of employment.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Government accounting and purchasing principles; City codes and ordinances; State and Federal laws and statutes relating to business licensing; basic knowledge of constitutional rights as they relate to licensing; public relations; general office practices and procedures; policies and procedures of related agencies.

Responsibility for: Great responsibility for researching, writing, regulating and implementing local ordinances that have far-reaching effects on the public and business community; revoking licenses, denying licenses, cashing in forfeited bonds; and repairing and maintaining publicly accessible business license information/documents. Fiscal responsibility for license fees, bonds and refunds.

Communication Skills: Communicate effectively verbally and in writing; ability to establish good rapport with upper management levels of companies; contacts with citizens, requiring patience and tact; glean accurate information from license applicants; inform enforcement personnel and public regarding City Ordinances and policies; engage in detailed conversations regarding license procedures, collections and enforcement procedures; written and verbal contact with departments and agencies to furnish and obtain information.

Tool, Machine, Equipment Operation: Frequent use of personal computer and computer programs, including word processing, spreadsheets and email, as well as specialized business license programs. Regular use of office equipment, including telephone, shredder, copier, printer, fax machine, scanner and calculator.

Analytical Ability: Apply general principles and ordinances effectively to specific conditions; ability to handle confrontational situations and make sound decisions; establish goals and priorities; creative design and implementation of applications to correspond with current ordinances; creative solutions to complex licensing issues; must exercise independent judgment.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate pressure and fatigue are present in this position due to moderate exposure to stressful situations, contact with the public, hostile interactions and deadlines; constant attendance is required; work assignments are broad and performed with little supervision or checking; work is referred to a supervisor only when policy questions arise; occasional evening, weekend and field work is required to verify business activities and locations.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____