BUSINESS LICENSE TECHNICIAN

DEFINITION

Under general supervision to perform a variety of technical field and office work ensuring compliance with the City business license regulations and regulatory permits; issues, appropriate receipts, licenses and/or permits to enforce municipal codes; and to perform related work as required.

EXAMPLES OF DUTIES

Performs onsite inspections of various commercial or business establishments within the City to verify the existence of a valid and appropriate business and regulatory licenses; checks transient businesses such as solicitors, contractors, landscapers, taxis, and delivery vehicles for proper business licenses; locates unlicensed businesses and determines business license status using various methods and techniques including review of the telephone directory, sales tax records, sewer and property tax records, customer complaints, advertising on the internet, and other written and computerized resources; distributes business license applications in the field; issues citations in accordance with applicable regulations; conducts follow up investigations; collects delinquent business license and other related fees; maintains a variety of records and reports; advises proprietors concerning licenses; answers questions and provides information to the public; assist in issuing permits for a variety of special operations and activities; coordinates activities and shares information with County Assessors, State Board of Equalization, various City Departments and other governmental agencies; processes new and renewal business licenses; may be required to work weekends; performs related duties as assigned.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Ability to obtain a P.C. 832 certification within twelve months of hire.

BUSINESS LICENSE TECHNICIAN

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of business license enforcement techniques.
- Municipal tax, business license, and related revenue and control ordinances.
- Modern office methods, procedures, and equipment.
- Investigative techniques
- Basic mathematics
- Word processing and other computer programs.
- Research methods and procedures.

and

Ability to:

- Perform inspections and enforce the business license application ordinance in a firm, consistent manner.
- Record findings during the inspection.
- Use applicable software applications.
- Research, collect, and analyze information related to the collection of business license fees.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations related to the business license requirement.
- Prepare a variety of reports and presentations.
- Effectively represent the City's Business License function with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

BUSINESS LICENSE TECHNICIAN

EMPLOYMENT STANDARDS - (cont.)

Education: College coursework from an accredited college or university in planning, law enforcement, business, or closely related field.

Work Background: Three years of experience in the maintenance of financial and other statistical records preferably involving municipal business license processing. Experience in enforcement of codes and ordinances highly desirable.

December 2003 (Res. 03-124)