

BUSINESS LICENSING COORDINATOR
FLSA STATUS. NON-EXEMPT
GRADE 26 \$48,538.32- \$77,661.31

GENERAL DEFINITION

Performs a variety of routine and complex, administrative and technical work in the review, education, processing, and issuance of permits, licenses, and certifications for regulatory ordinances, including some responsibility for the education and outreach, as well as, and enforcement of the conditions of those licenses and permits once issued. An employee in this classification is responsible for processing activities associated with regulatory business applications, business tax receipts, business licensing, inspection scheduling, on-site inspections, inspection certifications, records management, and related functions of the department.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Work with Business Regulatory/Code and other staff in the education, outreach, receipt, review, and processing of business regulatory items such as permit applications, inspections and other business regulatory matters.
- Ensures the timely and accurate maintenance of the department's property and inspection scheduling records.
- Reviews and works with businesses on business license applications, including but not limited to Short Term Rentals, Open Past Midnight approvals, Certificates of Use, Massage Establishments, Recovery Homes and all other required business licensing applications.
- Coordinates the scheduling of inspection requests and ensures the accurate maintenance of the inspection activity log and ensures appropriate codes are met and business permits are issued in a timely manner.

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- Establishes and maintains effective communications and working relationships with management, businesses, and the general public.
- Responds to and resolves issues and concerns related to expired permits, and changes in ownership.
- Provide case testimony at the Special Magistrate and Code Board hearings.
- Develops routine monthly and annual reports on business licensing and certification functions.
- Develops reports as assigned and needed.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS, AND ABILITIES

- Familiarity with concepts pertaining to comprehensive land use, related state statutes and code of ordinances.
- Ability to research and prepare concise and detailed reports.
- Ability to gather and analyze written and numerical data, draw conclusions and arrive at decisions independently in accordance with established policies and regulations.
- Broad knowledge of computers and electronic data processing and GIS databases.
- Working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- Ability to operate the automated permitting system and automated inspections reporting system.
- Ability to establish effective working relationships with business owners, contractors, coworkers, and the general public.
- Ability to conform with and abide by all departmental and City regulations, policies, work procedures, and instructions.
- Knowledge of city and county code of ordinances, and other related regulatory ordinances and statutes.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Two (2) years' experience with technical and administrative work in the area of business licensing, code enforcement or closely related field; or High School Diploma or GED equivalent and a minimum of (5) years of relevant experience with technical and administrative work in the areas of business licensing or closely related field.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight of up to 5 pounds. Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

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A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills, and ability.

I have read and acknowledged receipt of the job classification.

Employee signature

Date