

Title: License Inspector I
PG: 31
Status: Civil Service
Position Reports to: Chief Building Official
Department: Community Development

Class Code: 3057
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible work involving the enforcement of City Code as it relates to Occupational Licensing. Responsibilities include the processing of license applications for individuals and firms doing business within the City Limits and performing on-site inspections for license violations and for the collection of license taxes. This work requires considerable initiative and judgment and is reviewed by the Chief Building Official primarily through observation, reports and discussion of overall results achieved.

ESSENTIAL FUNCTIONS:

1. Reviews and processes applications for occupational licenses, including the calculating and verifying appropriate license taxes and any applicable delinquent fees in compliance with City Code. Evaluates and determines the type and purpose of businesses undertaken by applicants. Advises individuals and businesses with regard to the enforcement and collections provision of the code.
2. Conducts on-site investigations to ensure compliance with City Code and collects license taxes and applicable delinquent fees as required.
3. Responds to citizen complaints concerning businesses operating without a license or operating in areas where zoning is not consistent with the type of business.
4. Assists with annual mail out of occupational license renewal notices.
5. Represents the City before the Code Enforcement Board in license violation cases.
6. Patrols the City for solicitors, peddlers, transient merchants etc.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of City Code as it relates to occupational license fees.
2. Knowledge of office practices and procedures and general math concepts.
3. Knowledge of office machines and equipment, including personal computers and database software.
4. Knowledge of local business activities and the geographical layout of the City.
5. Ability to enforce regulations fairly and impartially.
6. Ability to interact with other City employees, public officials and members of the general public.

WORKING ENVIRONMENT/CONDITIONS

Requires manual labor work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks occasional exposures to dusts and pollen, extreme heat and/or cold, wet or humid conditions, and vehicular traffic.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception and good manual dexterity.

Title: License Inspector I

PG: 31

Status: Civil Service

Position Reports to: Chief Building Official

Department: Community Development

Class Code: 3057

Date: 09/08

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Six (6) months work experience involving public contact.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida Driver's License.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.