



CITY OF SOUTH SALT LAKE POSITION DESCRIPTION

Position Description: Business License Specialist
Department: Community and Economic Development
Position Grade: 18
Supervisor: Community Development Director and Business License Official
FLSA Status: Non-exempt
Revision date: October 2022

The Business License Specialist reports to the Business License Official, provides customer services for the City and processes business license applications.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Responsible for the administrative processing of business licensing applications, renewals and payments
 - 1.1 Reviews and accepts business license applications
 - 1.2 Calculates and collects applicable application fees
 - 1.3 Maintains business licensing software and application tracking
 - 1.4 Performs a variety of standard administrative office duties as required
 - 1.5 Provides training to staff and others on business regulations
2. Responsible for business license enforcement
 - 2.1 Pro-actively works with businesses and rental landlords to obtain licensing
 - 2.2 Performs field investigations to determine status of non-responsive/delinquent renewals
 - 2.3 Drafts courtesy notices, suspension letters, revocation letters, citations, etc.
 - 2.4 Presents enforcement actions to the Administrative Law Judge, when required
 - 2.5 Coordinates with the Business Enforcement Inspector
3. Maintains Department Records
 - 3.1 Manages and maintains indexing of applications, permits, inspections, plans, enforcement and other files
 - 3.2 Manages and organizes archive files correctly and in a timely matter
4. Provides backup for other department functions
 - 4.1 Accepts and processes building permit and engineering permit applications
 - 4.2 Accepts and processes land use applications
 - 4.3 Accepts and processes all other department specific applications
 - 4.4 Attends meetings as directed and takes notes of proceedings, i.e. motions, vote results, etc.
5. Provides assistance to the public
 - 5.1 Answers and directs office incoming telephone calls and emails
 - 5.2 Answers and directs walk-in visitors
 - 5.3 Assists City visitors with basic information about City programs and services

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and four years related experience, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of City business license policy and procedures; knowledge of planning and building policy and procedures; knowledge of telephone etiquette;
2. Professionally handle incoming requests from customers and ensure that issues are resolved both promptly and thoroughly;

3. Developed sense of integrity and commitment to customer satisfaction;
4. Skill in word processing, office machine usage and the operation of computers;
5. Ability to communicate effectively both verbally and in writing; ability to use independent judgment.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment varies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

WAGE: Grade 18 - \$22.03 – 33.22 per hour

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.sslc.gov

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER