BUSINESS LICENSE SPECIALIST

Department:	Development Services	**Classification:**	22
Division:	Development Services	**FLSA Status:**	Non-Exempt
Reports to:	Development Services Dir.	**Safety Sensitive:**	No
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2011

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with specified positions. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under general supervision from the Development Services Director performs a variety of duties in issuing, monitoring and approving business licenses and the receipting of business license revenues. Collects data and prepares reports, and provides information to the public in person and over the telephone. Perform a variety of computer-aided technical duties as needed to assist in the preparation, review and maintenance of business license documents, reports, databases and other information.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

BUSINESS LICENSE

1. Assists the public with general information as well as assisting public in completing required licensing forms; provides information to the public pertaining to licensing of businesses; creates and maintains information sheets and other documentation for distribution to the public concerning business licenses applications.
2. Receives applications for business, liquor, gaming, privileged and temporary business licensing; determines which inspections are necessary for approval of licensing; communicates with Southern Nevada Health District when required; communicates with City Manager, City Attorney, Police, Zoning, and Fire personnel and other applicable departmental personnel when required for approval of business licenses.
3. Perform data entry and generate licensing printouts
4. Prepares written City Council agenda items requiring special business licensing consideration and approval.
5. Reviews newspapers and telephone directories for unlicensed businesses; contacts unlicensed businesses and businesses with expired licenses for proper compliance with licensing ordinance by telephone, in person and through correspondence; prepares and issues notices for delinquent, unlicensed businesses and renewal licenses for businesses, follows through with necessary collection procedures.
6. Discuss problem areas and complaints with appropriate individuals, in person and by telephone to assist in the resolution of those problems; determines when to refer business license problems to the City Attorney's Office and follows up for resolutions.
7. May represent City at various meetings, hearings, court appearances regarding non-compliance with business licensing ordinances.
8. Prepares and issues renewal license billings on a monthly, semi-annual or annual basis; issues initial business license after determining applicant is in compliance with all City, County and State Statutes

and Ordinances; establishes and maintains business license files; generates monthly report of new businesses for distribution to various departments and entities.

9. Answers department phones and responds to technical questions from the public, local and state agencies in regard to zoning and licensed businesses, business owners, business addresses and qualifications required to operate different types of business and provides necessary information.
10. Coordinates with code enforcement regarding compliance of all business licensing and zoning regulations. Written complaints are investigated by the City's Code Enforcement Officer.
11. Organizes and maintains business license filing and electronic scanning system.
12. Protects confidential information by preventing unauthorized release, both verbal and/or writing.
13. Prepare reports and present information to boards and commissions as needed.

OTHER JOB FUNCTIONS

A. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
B. Attend job-related training as needed.
C. Perform other related duties as assigned.
D. Be dependable and meet acceptable attendance requirements at all times.
E. Follow all applicable safety rules and regulations.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge:

- City Municipal Code Title 2-Business License Regulations and procedures.
- State and federal laws and regulations concerning business licensing.
- Technical writing skills
- Organizational procedures and functional details of municipal government operations.
- Business writing skills

Ability:

- Interpret, apply and explain applicable laws, codes, regulations, policies and procedures governing general business licensing and planning practices.
- Exercise judgment in appraising situations and making decisions.
- Accounting skills needed to perform customer account reconciliations.
- Be proficient in cash handling skills.
- Type at a speed necessary for successful job performance.
- Communicate effectively both orally and in writing.
- Deal tactfully and effectively with public contacts in relatively adverse situations.
- Maintain a congenial working relationship with staff and other agencies.
- Be proficient in computer skills to include the following applications, Excel, Word, Access, Sire, and Caselle.
- Speak and communicate in English and Spanish is preferred.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's Degree in Business Administration, Public Administration or closely related field.

Experience: Two (2) years experience in business, or related field. A Master's Degree in Public Administration or closely related field may be substituted for one (1) year of experience.

License or Certificate:

- Must obtain National Bureau of Business Licensing Officials certification within three (3) years of appointment.
- Must be able to become a Notary Public within six (6) months of employment.
- Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a Video Display Terminal screen, and hearing and speech to communication in person or over the telephone; physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping.; must be able to handle stressful situations and have flexibility to work outside of scheduled work hours; ability to travel to businesses around the city and to off-site facilities for training as needed; must be able to carry/lift/push or pull loads of up to 25 lbs

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: June 2011
October 2011
May 2013 (Format)