

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

BUSINESS LICENSE ENFORCEMENT OFFICER

Civil Service Status	Competitive	Bargaining Unit:	G.E.A.
Probationary Period	One Year	Approved by City Council	10/20/08
FLSA Status:	Non-Exempt	Resolution No.:	2008-65

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, investigates and enforces the business license and permit provisions of the Municipal Code; does follow-up investigations and resolves complaints; collect delinquent fees and charges due the City; and assists in the enforcement of other codes and ordinances in emergency situations as required by department head.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Patrols the City investigating for violators of the City's Business License and Permit sections of the Municipal Code;
2. When directed, patrols and investigate, on weekends, early morning, and late evening hours;
3. Investigates deliveries made by means of vehicles services rendered from vehicles, peddlers and solicitors of all types, placement of vending machines and amusement devices, and building contractors and sub-contractors;
4. Requires businesses or professions to obtain proper licenses and/or permits as required;
5. Issues citations;
6. Makes periodic visits to all business establishments in the City;
7. Investigates construction projects for proper valid licensed contractors;
8. Makes physical inspections of reported and observed violations of the regulations and codes;
9. Prepares oral and written notifications for compliance detailing the nature of the violations and the necessary required changes for compliance;
10. Maintains records of code violations and corrective action taken;
11. Receives and responds to citizen complaints or requests for service; researches applicable codes and policies and assists in analyzing problems;
12. Communicates City policies and ordinances to business owners;
13. May be asked, at the discretion of the department head or its designee, in the event of an emergency to conduct routine field inspections to determine violations of applicable public nuisance; housing, commercial, property maintenance and zoning codes; Inspects vacant and improved properties for littered and/or substandard conditions; Communicates City policies and ordinance to citizens.
14. Performs related duties as assigned.

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ◆ City Codes related to Business License and permits;
- ◆ City codes and zoning ordinances and their applications;
- ◆ Good customer practices.

Ability to:

- ◆ Read and interpret license codes, department rules, procedures and regulations;
- ◆ Deal effectively with the public and obtain compliance with City codes and ordinances;
- ◆ Collect and analyze field data through interviewing, observation and inspections;
- ◆ Ability to work independently in the absence of direct supervision;
- ◆ Keep organized records and reports;
- ◆ Research laws and their applications;
- ◆ Understand and follow oral and written instructions;
- ◆ Communicate clearly and concisely, both orally and in writing;
- ◆ Establish and maintain effective working relationships with those contacted in the course of work;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from High School or attainment of G.E.D. or CHSPE Certificate.

Experience:

Equivalent of one (1) year of experience relating to interpretation and enforcement of municipal codes and ordinances, public inspection service and complaint procedure or customer services with public contact.

License or Certificate:

Possession of a valid California Class C Driver’s License