



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Licensing and Enforcement Officer

Department: Police

Reports to: Sergeant

Pay Grade: H09

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Licensing and Enforcement Officer administers the City's business licensing ordinances and regulations. Licenses may include alcohol, child care, auctioneer, pawnbroker, crossing guard, taxi operator, security guard, private investigator, solicitor, sexually oriented business or others based on the City's Business License Ordinance.

The job includes reviewing applications, performing background checks and determining if the application meets City, state and other applicable ordinances codes and statutes. This job is responsible for investigating complaints, inspecting facilities and maintaining confidential and accurate records.

The job requires attention to detail, ability to work independently, and knowledge of City business license ordinances and state code. The job also requires the ability to administer a computerized database and prepare reports as needed. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is an office and outdoor environment that may include exposure to adverse weather conditions. The Licensing and Enforcement Officer may be faced with angry persons or confrontational situations. The noise level is generally moderate. Attendance at evening City Council meetings is sometimes required.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Administers the City's business licensing ordinances and regulations. Administers licensing of occupations and activities regulated by City ordinances including, but not limited to, alcohol, child care, auctioneer, pawnbroker, crossing guard, taxi operator, security guard, sexually-oriented business, solicitor, and private investigator.

Reviews applications for City business licenses and license renewals, including performing background checks on applicants. Determines if application meets City, state, and all other applicable ordinances, codes, and statutes. Recommends license issuance to City Clerk or revocations to City Council.

Enforces City business license regulations and requirements, including performing inspections and investigating complaints. Attends court and testifies on violations, as needed. Reviews, researches, compiles and prepares code revisions and recommends changes to the City Council. Coordinates with other City departments, state agencies, and other interested and affected agencies on inspections, enforcement, violations, and code changes.

Administers database of City business licenses including, but not limited to, license issuance, background checks, inspections and enforcement actions, and bonds. Prepares and presents periodic reports.

Maintains confidentiality and security of information and records.

Responds to complaints of license violations, performs investigations, and initiates enforcement activities, including issuing citations, to ensure compliance. Denies or suspends licenses, as needed.

Answers questions and provides information to educate the public on City business licensing regulations and ordinances. Serves as the liaison to the Mayor's Childcare Advisory Board.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- City, state, and other applicable business licensing ordinances and regulations;
- Methods, techniques, and objectives of performing background and criminal checks;
- Methods, techniques, and objectives of performing inspections and investigations;
- Customer service methods, techniques, and objectives;
- Operation of basic office equipment including a personal computer and job-related software applications;
- Federal regulations and City policies regarding safe work practices.

Skill and Ability to:

- Administer the City's business licensing ordinances and regulations;
- Review applications for City business licenses and license renewals, including performing background checks on applicants;
- Interpret City, state, and all other applicable ordinances, codes, and statutes;
- Enforce City business license regulations and requirements;
- Attend court and testify on violations, as needed;
- Administer database of City business licenses;
- Prepare and present statistical reports;
- Coordinate with other City departments, state agencies, and other interested and affected agencies on inspections, enforcement, violations, and code changes;
- Answer questions and provide information to educate the public on City business licensing regulations and ordinances;
- Operate a motor vehicle;
- Operate basic office equipment including a personal computer and job-related software applications;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain a professional demeanor at all times, including in situations where persons are angry, upset, or confrontational;
- Communicate effectively, both orally and in writing, in the English language at a level necessary for efficient job performance;
- Work independently and maintain confidentiality;
- Attend City Council meetings to recommend code changes or to seek revocation of a license;
- Research, compile and prepare code changes with other departments;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Associates or bachelors degree in criminology, criminal justice, or a related field is preferred;

- Successful completion of Police Department background check, CVSA and drug screening is required;
- Idaho state driver's license required;
- Notary public certification required; or
- One (1) to two (2) years' experience in code enforcement preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, keyboard or type, reach with hands and arms, operate job-related office equipment, and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.