

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

BUSINESS LICENSE TECHNICIAN

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by Civil Service Commission:	02/18/14
Classification Series:	Finance Series	Approved by City Council:	March 3, 2014
FLSA Status:	Non-Exempt	Resolution No.:	2014-10

*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 this position administers the City's business license program. Performs a variety of duties related to the issuing, processing, and collection of business licenses and related permits; prepares financial management reports; and performs other related work as required.

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.

- Administer the business license program including guiding new applicants through the application process and tracking and processing annual business license renewals;
- Interpret and explain business license requirements to business owners and representatives;
- Coordinate with the Planning and Building divisions, Police and Fire Departments, and other agencies to ensure that business license applicants comply with City codes and ordinances;
- Maintain electronic records of business license applications;
- Coordinate annual taxi driver permit inspections with Police Department;
- Balance, code and prepare daily cash reports for the business license program;
- Prepare financial reports regarding City's business licenses;
- Perform a wide variety of routine clerical work including, word processing, proofreading, filing, billing, checking and recording information on records;
- Answer the telephone and wait on the general public, providing information as required;
- Perform a variety of other accounting and finance-related backup duties:
 - Accept cash payments and deposits from the public regarding charges for utilities, parking citation and other departments fees; Prepare opening and closing bills; Compute trash and water charges allowing for deposits, advance credits and unpaid balances
 - Process a variety of permits and licenses including animal licenses, taxi driver permits, special event permits, film permits, Dial-A-Ride program identification cards, and security alarm permits for new businesses;
- Perform other related duties as assigned or as situation requires.

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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:

- Knowledge of basic bookkeeping or recordkeeping principles;
- English usage, spelling, grammar, punctuation and arithmetic.

Skills:

- Use of personal computer, including word processing and spreadsheet software, as well as other basic software applications.

Ability to:

- Maintain accurate accounting and financial reports;
- Perform duties of the position in a timely manner;
- (Learn to) Operate City's financial management software (SunGard /HTE);
- Effectively communicate both orally and in writing with public and City employees;
- Make accurate arithmetical calculations;
- Deal tactfully with the public;
- Handle confidential information with discretion;
- Effectively handle stressful situations;
- Prepare reports and maintain records;
- Establish and maintain effective working relationship with other City employees;
- Discuss financial management information related to business license program;
- Operate office equipment, and learn office rules, methods and policies, understand and carry out oral and written directions;
- Records cashiering transactions accurately;
- Work overtime as required;
- Assume responsibility for maintaining a safe working environment;
- Maintain electronic files.

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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:

Associate's degree in business/public administration, finance, accounting or related field. Bachelor's Degree preferred.

Experience:

Five (5) years of work experience, preferably in finance and accounting-related fields. Such tasks may include: cashiering, bookkeeping, recordkeeping, or office management.

License:

A valid California Class C Driver's License and a satisfactory driving record.

Desirable Qualification:

The ability to speak Spanish.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.