

Class Code: K66
City of Anaheim
Class Specification

Classification:
LICENSING SUPERVISOR

DEFINITION:

Under minimal supervision, to plan, organize, assign, supervise and participate fully in the work of assigned staff; to ensure collected monies are recorded on the City's general ledger and ancillary systems; and to perform the more difficult functions of the unit.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Supervises the work of clerical/accounting employees assigned to the Business License Division; schedules, assigns and participates in the work of subordinates; develops standards of performance for each position supervised; conducts performance evaluations; recommends and implements discipline of subordinate employees.

Explains policies, procedures and objectives of the unit to staff by written direction and by oral communication; develops work procedures and forms; trains employees on policies and procedures affecting the unit.

Reconciles daily and month-end financial transactions from source documents to the general ledger and ancillary sub-systems.

Generates correspondence to the City Attorney requesting review of denied Regulatory Permits.

Independently prepares various correspondence using good judgement and discretion.

Ensures accurate processing of all business and other licenses by remaining current on City Ordinances and other city, state and municipal codes and regulations affecting the process; advises staff of applicable changes.

Handles the most difficult/irate callers or visitors to resolve issues related to business and other licensing issues.

Participates in the daily work activities of the office as required due to work load issues.

Using a computer terminal and associated software, compiles and prepares various statistical reports related to business license, regulatory permits and bingo activities.

Participates in the division budget by preparing projections and verifying expenses to allotments; completes data collection and research as requested by the Treasury Manager.

Processes the biweekly payroll for the unit.

Keeps Code Enforcement informed of businesses in violation of the Business License Ordinance.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Responsible, journey-level experience performing clerical and accounting work to include the processing of business and other related licenses.

Knowledge of: City Ordinances and other city, state and municipal codes and regulations affecting the processing of business and other related licenses; business math; modern office equipment and procedures; personal computer and/or CRT; clerical accounting methods; financial auditing procedures; principles of supervision and training; budget principles.

Ability to: Plan, schedule, make work assignments, set priorities for, train, evaluate, select and recommend discipline of subordinates; establish effective and efficient office procedures and record keeping systems; operate a calculator with speed and accuracy; efficiently use a personal computer and related software; maintain accurate accounting records; read, understand and apply moderately difficult materials; develop and apply various operating procedures; work independently and use good judgement and discretion in resolving issues related to the daily supervision and operation of the Business License activities; remain current on all applicable city ordinances and other city, state and municipal codes and regulations affecting the Business License Unit; write legibly; communicate effectively both orally and in writing; establish and maintain effective relationships with those contacted in the course of work.

License and/or Certification Required: None

Physical Requirements: None

Supervision Received: Works under general direction of the Treasury Manager. Work in progress and completed work is reviewed periodically.

Supervision Exercised: Makes assignments, sets priorities for, trains and reviews the work of Accounting Technician, Licensing Specialists and other assigned clerical staff. Conducts performance evaluations and recommends and implements disciplinary action.

FLSA Designation: Executive Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Created 7/91 - V Kilmurray
(Former Job Class - Senior Office Specialist)
Revised 3/95 - V. Kilmurray
Doc: CS1122VK.WP