



JOB DESCRIPTION

TITLE: Business License Official
DEPARTMENT: Community Development
GRADE: 13
FLSA Non-Exempt
EEO Technician
REVISION DATE: February 26, 2019

POSITION SUMMARY:

The Business License Official reports to the Community Development Director. The incumbent is responsible for the regulatory and fiscal administration and enforcement of the city business license ordinance. Coordinates the issuing, renewing, and enforcing of licenses and ensures businesses are operating in compliance. Responsible for the collection of appropriate fees, processing of applications, release of specified information as permitted by law, business eligibility, accounting, billing, and other special regulatory functions as required.

ESSENTIAL FUNCTIONS:

- Administers the daily operation of business licensing and enforcement. Verifies proper licensing and compliance with pertinent codes and/or ordinances.
- Responsible for the ongoing monitoring and revision of the City's business licensing ordinances.
- Ensures the City's business license ordinances and processes are in compliance with all local, state and federal law.
- Ensures the City's business license ordinances and processes are in compliance with all other applicable government agencies such as the Health Department, Fire Department, Tax Commission and the like.
- Recommends revisions to existing ordinances and drafts proposed ordinances to be presented to the Mayor and City Council.
- Creates business license applications and other documents required by City business license ordinance;
- Maintains accurate website information;
- Explains the licensing procedure as it pertains to building code and zoning requirements to current and potential business owners and to the general public.
- Coordinates the assessing and collection of fees for all new, renewal, and delinquent license fees and permits and rental ordinance licensing.
- Coordinates activities and shares information with other municipal departments such as the Fire and Police Departments, Planning and Zoning as they relate to business operation.



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- Coordinates issuance of citations to violators. Issues notice and orders for the collection of unpaid accounts. Assists the City Prosecuting Attorney in criminal or civil proceedings. Testifies in court when required.
- Assists the general public by answering questions via telephone, email or in person regarding general zoning, land use regulations, building permit applications, and development review processes and applications.
- As required, assists the general public with completing forms, permits and applications, and verifies their accuracy and completeness.
- Creates reports and GRAMMA requested as needed.
- Generates annual updates for every license holder.
- Maintains current bond file for those businesses required to post bonds and processes bond payments.
- Maintains database of annual inspections for specific categories of business and work with business owners to schedule annual inspections within the required timeframe.
- Respond and follow up on complaints regarding businesses that are unlicensed or have not completed the application process.
- Accurately and confidentially maintain all licensing records. Prepare documents for long term retention.
- Prepare monthly and annual reports detailing license activities in the City.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

Completion of two years of college in accounting, business or related field. Two years of related work experience; may substitute equivalent combination of education and experience; must be at least 21 years of age (due to responsibilities ensuring compliance related to alcohol sales).

Certification and Licensing:

Successful completion of State certification programs for License Officials within 3 years of hire date. Once obtained, must maintain valid License Official's certification during term of employment. Must maintain a valid Utah driver's license throughout term of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Business license ordinances and regulations.
2. General office practices and procedures and basic procedures of record and bookkeeping.
3. Intermediate Microsoft Word, PowerPoint and Excel and beginner to intermediate Adobe.
4. Correct and effective English usage, spelling and vocabulary.
5. Use considerable independent judgment to approve and process business licenses.
6. Perform math calculations accurately, research data, and count change.



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7. Operate standard office equipment, including computer terminal, 10-key, cash register, photocopy machine, etc.
8. Understand and follow oral and written instructions.
9. Communicate oral and written information clearly and concisely.
10. Ability to establish good rapport with upper management levels of businesses operating in, or looking to expand in, Draper City.
11. Engage in detailed conversations, and communicate clearly to stakeholders, regarding license procedures, collections and enforcement procedures.
12. Written and verbal contact with departments and agencies to furnish and obtain information.
13. Read and accurately interpret code, ordinances, policies and procedures.
14. Establish and maintain cooperative working relationships with those contacted in course of work.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Moderate pressure and fatigue are present in this position due to great exposure to stressful situations and deadlines; constant attendance is required; work assignments are broad and performed with little supervision or checking; work is referred to a supervisor only when policy questions arise; some stress may be present due to personnel issues; a moderate amount of muscular exertion, including stooping and kneeling, is required; occasional field work to verify business activities and locations.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.