

CITY OF SANTA MONICA

LICENSE INSPECTOR

REPORTS TO: License, Permit, and Parking Citation Supervisor

DEPARTMENT: Finance

DIVISION: Treasury

APPROVED: Personnel Board 12/15/2003 (rev.) 12/17/97 (rev.),
8/28/91 (rev.)

JOB SUMMARY: Enforces the business license provisions of the City's Municipal Code; follows-up on and/or collects delinquent fees and charges due to the City.

MAJOR DUTIES:

Identifies unlicensed business activities through the use of computerized databases, published business lists, field surveys and other resources to assure proper compliance with business license tax, police permits and other fee requirements.

Performs on-site inspections of various commercial or residential business establishments, transient businesses and construction sites for valid and proper business licenses.

Informs business operators of the need to pay the business license tax and related fees, issues notices of application for a business license, issues citations and collects on unpaid accounts in accordance with applicable regulations.

Maintains records and prepares reports. Enters and updates business license tax records, corresponds with business owners regarding the status of their accounts.

Reviews and processes business license applications, renewals and other business records to determine the adequacy of tax and fees paid both in the field and in the office.

Researches records through other City departments and outside agencies prior to the issuance of City business licenses.

Issues notices to apply for a business license and court citations to businesses operating in violation of the Municipal Code.

Provides information and responds to inquiries from the public in the field, at the public counter and on the telephone.

Appears in municipal court or at administrative hearings as a witness.

License Inspector, p. 2 of 3

Major Duties (con't.):

Operates a City vehicle to make on-site investigations of business license tax compliance.

Performs other duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

Knowledge of:

Basic principles of business law.

Basic math.

Modern office procedures, methods and equipment.

Principles and practices of record keeping.

Effective customer service techniques.

Ability to:

Learn, apply and enforce appropriate municipal codes and ordinances.

Type at a corrected speed of 25 words per minute.

Read, interpret and explain City codes and ordinances related to business licenses, special events, and regulatory permits.

Complete, compile, file and maintain accurate records and reports.

Understand and follow written and oral instructions.

Perform clerical duties, including use of office machines such as computers, typewriters, calculators and related office equipment.

Follow all applicable safety rules and regulations.

Establish and maintain effective working relationships with a variety of individuals including city employees and the public.

Provide effective customer service.

Skill in:

Communicating effectively orally and in writing.

Using a personal computer and applicable software applications (i.e. word processing and spreadsheet).

Providing quality customer service in the field, at the public counter and on the telephone.

Education, Training and Experience:

An Associate of Arts degree or 60 semester units or equivalent of college level course work in public administration, business administration, accounting, code enforcement or a closely related field.

Three years of relevant experience in license inspection, delinquent account collections, code compliance enforcement, or related field inspection. Additional Relevant experience may be substituted for the educational requirement on a 30 semester units for year basis.

Licenses and Certificates:

Possession of a valid Class C driver license.

SUPERVISION RECEIVED:

Works under the general supervision of the License, Permit and Parking Citation Supervisor, who assigns work and routinely checks work in progress and upon completion.

SUPERVISION EXERCISED:

None.

WORKING CONDITIONS:

Work is performed in a busy office environment and in the field with frequent inspections at outdoor work sites. Required to drive to and from business locations; walk several blocks when visiting businesses outside of the office; carry necessary materials such as a lap top computer, computer printouts, notebooks and a briefcase. Exposure to outdoor elements may be encountered.