

City of Manzanita, Oregon

Position Description

Job Title: Licensing and Ordinance Specialist

FLSA: Non-Exempt

Supervisor: City Manager

Type: Full-Time

Department: Administration

General Statement of Responsibilities

Administers the City's short-term rental and business license programs. Acts as the City's sworn Ordinance Enforcement Officer for short term rental and business license related ordinances and regulations. Performs varied clerical work to support the activities of multiple city departments/divisions including providing front line customer service, processing licenses and permits, maintaining database information, maintaining information on the City's website, preparing documents and files, and performing general office support tasks.

Supervision Received

Works under the supervision of the City Manager. Receives lead direction from the Chief of Police, depending on assignment.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties - Essential Functions

1. Performs administrative tasks associated with the City's short-term rental program. Processes and issues licenses; maintains program and owner related data and files; calculates, invoices, and collects taxes and fees; and prepares, maintains, and sends various documents, reports, forms and information related to program operations and requirements.
2. Conducts compliance and enforcement activities related to the City's short-term rental and business license programs. Investigates possible violations; sends notifications to property and business owners; issues citations; delivers information to the City Council regarding non-compliance issues; and prepares documents/exhibits for and testifies in Municipal Court.
3. Enters police department citation data into computerized database; prepares and disburses public media activity reports; and maintains files and reports.
4. Administers the City's business license program. Accepts and processes business license applications; issues licenses; invoices for and processes renewals; and delivers delinquency notices.
5. Answers telephones, transfers calls, receives walk-in customers at the front counter, and answers questions related to various city departments/activities.
6. Attends, records, and transcribes minutes for Planning Commission meetings, and City Council meetings as assigned.

7. Accepts and processes building department permit applications; issues and tracks permits; schedules inspections; and maintains related files and records.
8. Uploads and maintains documents and information on the City's website, as assigned.
9. Performs varied office tasks including processing mail, filing, making photocopies, issuing work orders, accepting and receipting payments, preparing correspondence and mailings, creating and formatting documents and forms, and assisting with the updating of City ordinances.
10. Serves as back up and provides assistance to other clerical and administrative staff.
11. Follows all safety rules and procedures for work areas.
12. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
13. Performs other related duties as assigned.

Screening Criteria

Education and Experience:

- A High School Diploma, or equivalent, supplemented by additional training or coursework;
- AND Two years of general office/customer service experience;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record may be required. Level 3 CJIS Security and Awareness Training certificate required within 90 days of hire.

Knowledge of: Knowledge of basic accounting/bookkeeping principles, procedures, and practices. Knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment including spreadsheets, database management, and word processing.

Skills: Strong computer skills, preferably in Microsoft Office Suite® products. Verbal and written communication skills. Interpersonal skills. Excellent customer service skills, including skill to diffuse tense and/or stressful interactions. Strong organizational skills. Skill in performing basic mathematical calculations and preparing reports.

Ability to: Ability to accurately enter information into computer database systems. Ability to follow oral and written instructions; prioritize tasks/workloads; complete assigned tasks with little functional oversight; and meet deadlines. Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to maintain a high degree of discretion when dealing with confidential information. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English

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language. Ability to pass a criminal background check. Ability to meet the physical demands of the position.

Physical Demands of Position: The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 5 pounds, occasionally move material up to 25 pounds, and rarely move material over 25 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating office equipment such as computers, keyboards, 10-key, telephones and other standard office equipment. This position requires both verbal and written communication abilities.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name

Incumbent Signature

Date

Supervisor Name

Supervisor Signature

Date

Date Revised: March 2018

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