

**City of San Rafael  
Job Class Specification**

## **Job Title: Business License Examiner**

### **SUMMARY**

Under direct supervision, performs field and office functions related to the city's business license program.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is characterized by the responsibility to provide field inspections at construction sites and other business locations verifying that the business licenses of contractors and subcontractors and other businesses operating in the city limits are valid. Incumbents follow general guidelines and technical and administrative standards, bringing problems and potential solutions to the attention of the supervisor. Review of work is on an occasional basis.

Incumbents of this classification are required to work primarily in the field driving to construction sites and other business locations inspecting for valid business licenses, with some office work directly related to the field activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Visits job sites, commercial locations and downtown office complexes to inspect business licenses of contractors, subcontractors, service providers and other in-city businesses to ensure compliance with San Rafael Municipal Codes.
- Informs individuals of business license code provisions, explains and interprets municipal codes and procedures in an effort to seek timely compliance.
- Issues notices, and administrative citations for compliance failures.
- Advises proprietors concerning license renewals, answers oral queries, and provides other information regarding business license requirements.
- Assists with the coordination of related violations with other agencies and City department.
- Make presentations in Small Claims Court.
- Operates computer terminals and/or personal computers to verify business license status and to maintain basic records and reports.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Construction industry.
- Basic office practices and procedures.
- Record keeping procedures.
- Principles and practices of effective customer service.
- Small Claims Court procedures.
- Business license codes and policies.

### **ABILITY TO:**

- Understand and apply City and departmental policies, codes and procedures.
- Operate a variety of office machines including personal computer, calculator and telephone.
- Use correct English grammar, spelling and punctuation.
- Understand and carry out verbal and written instructions.
- Communicate effectively verbally and in writing.
- Work cooperatively with others.

- Work independently.
- Understand and respect limits of authority and responsibility.
- Read maps and find business locations.

### **EDUCATION AND EXPERIENCE:**

Equivalent to graduation from high school and four years of responsible experience interpreting and enforcing rules and regulations and/or inspection work, preferably in the construction field.

### **Special Requirements:**

Willingness and ability to work weekends and ability to obtain and maintain a valid California drivers' license with a satisfactory driving record.

### **LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to business owners and Small Claims Court.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percents.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

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 job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and vibration. The noise level in the work environment is usually moderate.

**Hazards:** Hazards are moderate, fairly predictable and protected against.

FLSA Status: Nonexempt  
Prepared By: Nash & Company  
Prepared Date: January 2001  
Approved By: City of San Rafael  
Approved Date: October 2001