

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 245

BUSINESS TAX INSPECTOR

GENERAL

Responsible technical work involved with the enforcement of City code ordinances. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Inspects to locate unlicensed business, ownership transfers, address transfers, name changes, and delinquent renewals.
- Coordinates all pertinent information for the Florida League of Cities in order to receive escaped revenue from various businesses.
- Maintains records of and issue OSDS (Onsite Sewage Disposal Systems) permit referral forms when applicable.
- Determines correct business categories as established in the code of ordinances.
- Insures that other requirements such as trade competency, professional license, surety bonds, and health permits are met.
- Determines when refunds are applicable to the city code of ordinances.
- Order all applications and occupational licenses for each fiscal year. Maintains records of all businesses and licenses, pending or suspended. Maintains reports of revenue.
- Obtains zoning certificates for all applicable business. Investigates all dishonored checks for proper payment. Prepares detailed reports and yearly budget data as needed Represents the occupational license office at public and civic functions as needed.
- Acts as official record keeper for the occupational license office for court cases.
- Gives final approval of occupational license after all applicable departments have signed off. Develops work plans for the systematic enforcement of city ordinances through application filing and investigating, fee collection, and license issuing for occupations within the city limits. Inputs data and maintain records for contractor registration.
- Assists the police department in various economic crime investigations of certain business. Rewrites city ordinances in order to comply with various state statutes.
- Processes all not for profit applications.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City ordinances relating to occupational licensing.
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- Knowledge of legal procedures related to the enforcement or ordinances.
- Ability to communicate effectively with the general public.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Considerable experience in business or regulatory work.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, No significant moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work Location: Development Services

Bargaining Unit: General Employees

FLSA: Non-Exempt

Classification Plan: 42/24

GERS: Regular Class