

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 246**

**CHIEF BUSINESS TAX RECEIPT INSPECTOR**

**GENERAL**

Responsible technical and supervisory work involved with the enforcement of the City of Pompano Beach Code of Ordinances related to the collection and administration of Business Tax Receipts (BTR) for businesses and rental housing. Work is performed under general supervision of the boss's position in the Planning Department.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Supervises the BTR staff, which consists of BTR Inspectors and BTR Technicians.
- Schedules/assigns work and evaluates performance of staff.
- Responsible for the expansion, implementation, and coordination of the City of Pompano Beach Rental Housing Program.
- Registers foreclosed properties.
- Creates a policy manual for BTR activities.
- Works with Planning & Zoning staff to update Chapter 113 (and other chapters as needed) of the City's Code of Ordinances in order to respond to new conditions and changes in the State Statutes.
- Implements special projects and prepares special reports as needed.
- Coordinates with BTR Inspectors to ensure business classifications, inspections, and other procedures are consistently conducted.
- Responds to problems/issues that arise.
- Inspects businesses to identify unlicensed business, ownership transfers, address transfers, name changes, and delinquent renewals.
- Determines correct business categories as established in the Code of Ordinances.
- Maintains reports of revenue.
- Represents the BTR office at public and civic functions as needed.
- Acts as official record keeper for the BTR office for court cases.
- Develops work plans for the systematic enforcement of City ordinances through application filing and investigating, fee collection, and license issuing for businesses within the City.
- Assists the police department in various economic crime investigations of certain business.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of City ordinances and state laws relating to business tax receipts.
- Knowledge of the City of Pompano Beach's Chapter 113 Code of Ordinances.
- Knowledge of legal procedures relating to enforcement of ordinances is preferred.
- Skill in using Microsoft Office and HTE applications is a plus.
- Skill in writing and enforcing rules, regulations, policies, and manuals on these things.

- Skill in drafting and giving complex reports and presentations.
- Skill in meticulously maintaining records.
- Ability to communicate and enforce rules effectively, both orally and in writing.
- Ability to meet deadlines in a timely manner.
- Ability to effectively set meaningful performance objectives for subordinate staff.
- Ability to supervise, evaluate, motivate, mentor, and coach subordinate staff.
- Ability to implement, expand, and coordinate the City of Pompano Beach Rental Housing Program.
- Ability to establish and maintain effective working relationships.
- 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. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent. Four (4) years experience in business or regulatory work. Two (2) years minimum supervisory experience required. Florida Association of Business Tax Officials certification preferred.

*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 technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Abilities include walking, standing, bending, climbing, kneeling, reaching, pushing, and pulling with the ability to move up to 50 lbs. Outside exposure to all weather conditions.

### **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.*

**Rev 12/16**

**Bargaining Unit: Non-Bargaining**

**FLSA: Exempt**

**Classification Plan: 26/50**

**Location: Planning Department**

**GERS: Regular Class**