

LICENSING SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To receive, review and process a variety of specialty business license, permit applications and special event applications; to conduct licensing and criminal background investigations of applications for City liquor, special event and other licenses; and to administer the Security Plan program as required by City Ordinance.

Supervision Received and Exercised:

Receives direction from the Bureau Commander or other supervisory or command staff.

May provide technical or function direction to clerical support staff, part-time employees, volunteers, or interns.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Receive, review and process applications for new or renewal liquor licenses, special event permits, Security Plans or other business licenses requiring Police Department involvement as required by City ordinance.
- Conduct criminal background investigations of license applicants to include criminal history checks and fingerprint information; business ownership review; review police reports and other related documentation bearing on liquor or other licensing issues.
- Conduct on-site inspections of business facilities and special event sites as appropriate; recommend approve or disapproval of licenses on behalf of department.

CITY OF TEMPE

Licensing Specialist (continued)

Police Department

- Assist with the writing of new ordinances and periodic review of existing ordinances for business licensing issues, fingerprint regulation changes and State liquor law changes.
- Interpret City ordinances and State laws, answer questions and provide information to the public, business owners and others desiring to conduct business in Tempe.
- Prepare reports for staff and City Council review/action; provide related information to Council members as needed; keep management and legal advisors informed of problems encountered with specific license applications.
- Facilitate discussion for purposes of clarification and agreement of licensing procedures with departmental staff; interact with City staff regarding licensing processes.
- Utilize a computerized data base to maintain records of license applications processed and disposition; prepare statistics and summaries of inspections conducted, or other reports and documentation as required; make presentations before Police Chief, City Council, and/or State Liquor agency regarding recommended denials of liquor licenses.
- Facilitate the creation of and renewals of various required Security Plans for businesses required by City ordinance; make site inspections of facilities to evaluate liquor and security matters; make recommendations to City staff and business owners/operators.
- Maintain Security Plan tracking system; maintain original records of approved plans; notify appropriate staff regarding failure to comply with Security Plan provisions or impending expirations of existing plans per City ordinance.
- Keep management informed of problems with specific problems encountered with specific businesses or events as it relates to licensing or security plans; orient police officers and other employees regarding City liquor licensing and security plan requirements.
- Act as departmental liaison with the Arizona Department of Liquor and Control, other city departments, other police agencies, the business community, and the general public as regards liquor licensing and security plans.
- Attend State Liquor Hearings to testify on behalf of the City.
- Act as the departmental liaison with private security company representatives, as well as event producers and promoters for special event activities.

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Licensing Specialist (continued)

Police Department

• Serve as departmental representative on a number of City boards and

committees regarding areas of responsibilities.

Provide direction to support personnel as regards to recordkeeping aspects of

the work.

Provide direction to police department volunteers who conduct the Police

Department's tour program for the public.

Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of

recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience conducting background investigations or business

licensing inspections.

Training:

Equivalent to the completion of the twelfth grade and some training relating to

obtaining and interpreting criminal history and fingerprint information.

Licenses/Certifications:

May require the possession of a valid driver's license.

This position is included in the City's classified service, pursuant to City of Tempe

Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 211

FLSA: Non-Exempt

Established October, 1993 Revised August, 1999 Revised January 2002 (title change) Revised June 2007(update minimum qualifications)