



Position Recruitment Notification For Internal & External Candidates

Job Classification: **Business License Officer**

Department/Division: Development Customer Services/Neighborhood Services
Employment Status: Full-time
Annual Salary/Grade: \$49,273.46/Grade 8
FLSA: Non-Exempt
Union: SEIU
Employment Commission: N/A

Deadline for Application: **Open Until Filled, first review May 9, 2022**

POSITION SUMMARY:

This is a single class position under direction of the Neighborhood Services Manager. The Business License Officer will perform a variety of technical duties in the processing and approval of business licenses and permits; and to provide assistance and support to the Development Customer Services Department.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us ; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.

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BUSINESS LICENSE OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of technical duties involved in the processing and approval of business licenses and permits; and to provide assistance and support to the Development Customer Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Neighborhood Services Manager.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Approve and issue business licenses, including but not limited to business, liquor, chauffeur, solicitor/peddler, according to Village Code including license renewals, and related correspondence and documents.
2. Conduct inspections of new and existing businesses and properties, issue citations to violations, and attend court proceedings to provide testimony where appropriate.
3. Conduct inspections of all chauffeur vehicles, and issue Taxi Vehicle Permits.
4. Assist Finance Department in the recording of Real Estate Transfer Taxes

Other important responsibilities and duties:

1. Maintain a variety of statistical records; compile information and data for statistical reports; check and tabulate figures.
2. Attain and maintain International Property Maintenance Code Certification.
3. Contact the public and outside agencies in acquiring and providing information and making referrals.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Village and applicable state and federal licensing requirements.



BUSINESS LICENSE OFFICER

Licensing in a municipal government.

Businesses operating within the Village.

International Property Maintenance Codes

Modern office methods, procedures and equipment including a computer terminal.

Business letter writing and basic report preparation.

Principles and procedures of record keeping.

Principles of mathematics.

English usage, spelling, grammar and punctuation.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Interpret and explain business licensing regulations.

Perform technical and clerical work involving the use of independent judgment and personal initiative.

Understand the organization and operation of businesses in the Village.

Compile and maintain records.

Operate and use modern office equipment including a computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Maintain mental capacity which allows for effective interaction and communication with others.



Development Customer Service
Non-Exempt: SEIU
Pay Grade 8

BUSINESS LICENSE OFFICER

Maintain reasonable and predictable attendance

Experience and Training Guidelines

Experience: Two years of increasingly responsible experience in working in licensing in a municipal government including considerable field contact with the public, either possession of or ability to obtain within six (6) months ICC for Property Maintenance Inspector **AND**

Training: Equivalent to the completion of a bachelor's degree in related field.

Vaccination against COVID-19 is strongly preferred.

WORKING CONDITIONS

Travel from site to site in residential or commercial environment; work in inclement weather conditions; significant walking and driving on a daily basis.