



# City of Tempe

## LICENSING SPECIALIST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	211	<i>Department:</i>	Police
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Financial Services Technician II+
<i>Sensitive Safety / Drug Screen:</i>	No / Yes*	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

\*Drug screen required when assigned to the Police Department.

### REPORTING RELATIONSHIPS

Receives direction from the Sergeant or other supervisory or command staff.

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

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience conducting background investigations or business licensing inspections.
<i>Education:</i>	High school diploma, GED, or equivalency and some training relating to obtaining and interpreting criminal history and fingerprint information.
<i>License / Certification:</i>	Possession of a valid driver's license.
<i>Additional:</i>	Must pass police polygraph and background examination.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- 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 criminal background investigations and criminal history checks of civilians who have applied to The Bureau of Alcohol Tobacco and Firearms for the purchase of class III weapons or destructive devices.
- Conduct on-site inspections of business facilities and special event sites as appropriate; recommend approve or disapproval of licenses on behalf of 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.
- 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.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective October 1993*

*Revised August 1999*

*Revised January 2002 (title change)*

*Revised June 2007(update minimum qualifications)*

*Revised February 2011 (driver's license change)*

*Revised April 2015 (update minimum qualifications)*