



JOB ANNOUNCEMENT

Midvale City Human Resources
7505 S Holden Street
Midvale, UT 84047
801-567-7200
www.midvalecity.org

COMMUNITY SUPPORT TECH-BUSINESS LICENSE ADMINISTRATOR

Opening Date: May 23, 2024

Closing Date: Open until filled

Salary Range: \$25.00 - \$37.42 per hour

Status: Full-time, Non-Exempt

Hiring Range: \$25.00 – \$31.21 per hour

The statements and information in this document are neither intended to nor do they create contractual or other rights on behalf of any person hired by the City.

GENERAL PURPOSE

Under the direction of the Community Development Executive Assistant, the Community Development Support Technician (Business License Administrator) is responsible for various record keeping, clerical duties, policy research, and administrative projects with an emphasis on the administration, coordination, review, and issuance of business licenses and building permit applications (as needed) within Midvale City. Provides assistance to all subsections of the Community Development department as needed.

SUPERVISOR

Community Development Executive Assistant/Community Development Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

- Job attendance is required, except for authorized leave;
- Meets performance standards established with the employee's manager;
- Provides customer service through personal, telephone, and email communication with knowledge of building permits, business licenses, and other CD functions;
- Prepares and reviews files for business license and building permit (as needed) applications;
- Coordinates review of applications with all relevant departments prior to issuance;
- Calculates and assesses applicable business license fees;
- Cash handling on a daily basis: processing payments, and entering payment information in to several software systems, and maintaining proper security measures;
- Administers the business license renewal process including preparation and mailing of the renewal notices and coordination of follow up enforcement activities;
- Establishes, evaluates and revises Community Development Department policies, procedures, practices, and rules to conform with departmental, city and state laws and policies;
- Cross-trained to successfully act as liaison to third-party building services provider personnel at all stages of the building permit process including scheduling inspections, sending electronic plans for review, and maintaining correct contact information for technical support;
- Prepares and distributes reports as directed;
- Files business license applications, business licenses, and business license renewal forms in accordance with the law and retains records as required;
- Organizes and maintains Community Development Department filing systems, records, and indexes;
- Coordinates and assists in creating handouts and information to disseminate to the public concerning the processes for business licensing and code enforcement;
- Maintain professionalism and composure while handling stressful situations that may occur;

- Researches and gathers documents for GRAMA requests as needed;
- Prepares historical Community Development Department records for digitization;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- Graduation from accredited college or university with bachelor's degree; plus two (2) years of experience providing complex administrative support, clerical responsibilities, and records management, or an equivalent combination of education and experience that has developed the required knowledge, skills, and abilities.
- Prefer experience in administrative processes related to above duties performed in business licensing and/or building permitting.

2. Special Qualifications, Licenses, Certifications:

- Must possess and maintain a valid Utah Driver's License with periodic verification by the City.
- Current Notary certification or ability to obtain within three (3) months of hire.

3. Knowledge, Skills and Abilities:

- Intermediate abilities with Windows OS, Microsoft 365, and Adobe Acrobat;
- Prefer experience with Caselle, iWorq, Bluebeam, and/or OnBase;
- Good interpersonal communication skills and ability to develop and maintain effective working relationships with residents, business owners, co-workers, and public officials both verbally and in writing;
- Ability to write and edit professional quality letters and reports;
- Working knowledge of modern office equipment;
- Strong organizational skills and attention to detail;
- Typing speed of at least 60 wpm;
- Ability to prioritize tasks in order to meet deadlines;
- Prefer ability to read, write, and speak Spanish.

4. Working Conditions: Employee(s) in this position perform in generally comfortable conditions involving intermittent sitting, standing, walking, stooping, and reaching. While performing the duties of this job, the employee must occasionally bend, lift and/or move up to 25 pounds. Talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Periodic local travel required in course of performing portions of job functions. Considerable exposure to stress as a result of human behavior, frequent deadlines, and the general demands of the position.

NOTICE

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job-related duties requested by his or her supervisor. It is the policy of Midvale City to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age, or disability. Human Resources will provide reasonable accommodation for any applicants during the selection process. If you have special needs, please call 801-567-7223.

APPLICATIONS AND RESUME must be submitted online at www.midvalecity.org. This position is open until filled with the first review on **June 6, 2024**.

MIDVALE CITY IS AN EQUAL OPPORTUNITY EMPLOYER