

LICENSE COORDINATOR

Common Council-City Clerk's Office

THE PURPOSE: Assist and provide support in the management of office functions relative to the administration and issuance of licenses and permits, to provide direct supervision and training to front-line staff, and to serve as a resource person to various elected and governmental officials.

ESSENTIAL FUNCTIONS:

- Learn and be able to perform full range of activities of the License Division.
- Supervise staff in License Division operations, including application processing and operational reports.
- Assist License Specialists in the analysis of complex license applications, including the review of business documents, insurance forms, legal forms, etc.
- Train License Specialists in License Division operations and processing of license applications.
- Advise and assist the License Division Manager and Assistant Manager in matters related to the administration of the License Division.
- Provide accurate and detailed information for elected officials, department heads and other city personnel and private individuals through telephone conversations, memoranda and personal conferences.
- Assist with the development, implementation and maintenance of the division's automated license system and office systems.

THE REQUIREMENTS:

- Bachelor's degree in Business, Management or related field from an accredited college or institution.
- Two years of experience involving extensive public contact.
- One year of direct supervisory experience.
NOTE: Equivalent combinations of education and experience may also be considered.
- Experience with computer applications, including Microsoft Word/WordPerfect, etc.
- Ability to work independently and handle multiple tasks and priorities simultaneously.
- Ability to handle stress and remain calm and tactful in a fast-paced work environment.
- Exemplary interpersonal, oral, and written communication skills..
- Capability to interpret ordinances, statutes, and regulations pertaining to licensing matters.
- Residency in the City of Milwaukee is required within six months of appointment and throughout employment.

THE 2006 SALARY RANGE (004) IS: \$42,478 to \$59,468 annually.

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10/25/02

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