



CITY OF HAWTHORNE
LICENSING DEPARTMENT
ASSESSMENT LICENSE SUPERVISOR
Classification Specification
(Classified)

JOB SUMMARY

The Assessment License Supervisor works under the general guidance and direction of the Revenue and Accounts Payable Manager or Director of Finance or City Manager. The Assessment License Supervisor plans and carries out a program of license issuing and fee collection from all individual business and commercial enterprises in the City requiring City licenses. Supervises the preparation of estimates, final costs, and collection of assessments. This position is responsible for administrative work in assessments and issuing of City of Hawthorne licenses as outlined by City Ordinance.

SUPERVISION RECEIVED

The Assessment License Supervisor works under the general guidance and direction of the Revenue and Accounts Payable Manager or Director of Finance or City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Assessment License Supervisor. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Interprets provisions of City license ordinances and regulations and plans and carries out programs to issue licenses.
- Collect license fees, and establish and maintain licensing records.
- Coordinates and works with various City divisions and other agencies for certifications, billing, and collection of various assessments.
- Prepares estimates and final costs for billing and collection of assessments.
- Interacts with the public in person and over the phone.
- Organizes and directs all aspects of the City's Licensing including business licensing, alarm permit, animal licensing, cannabis and the special event and film permits.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or G.E.D.; AND
- A minimum of five (5) years of paid experience in assessments and license issuing work, or other related experience.

Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of state statutes, municipal ordinances, and regulations relating to the licensing of business and commercial establishments.
- Skill in utilizing computer systems, databases, and spreadsheets.
- Skill in establishing and maintaining effective working communications with other persons.
- Ability to prepare concise reports
- Ability to establish and supervise the maintenance of records necessary to support assessments and the licensing functions.
- Ability to effectively manage multiple projects simultaneously and prioritize issues.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate. Must submit to random drug testing in accordance with the City’s drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: August 2022
CSC Approved: August 2022