MONROE COUNTY

JOB DESCRIPTION

Position Title COORDINATOR LICENSING		**Date**: 9/1/06
Position Level: 8	**FLSA Status**: Nonexempt	**Class Code**: 8-8

GENERAL DESCRIPTION

The primary function of this position is to coordinate all aspects of contractor licensing as it relates to state and county requirements for permitting and construction in keeping with Monroe County's mission, vision and values.

KEY RESPONSIBILITIES

1. * Responsible for collecting and reviewing required documentation for setting up County registration for state licensed contractors wishing to work in Monroe County.
2. *Maintains accurate records on building department software of required liability insurance, worker's compensation insurance or exemptions, and state, county and occupational license status.
3. *Responsible for scheduling and proctoring competency exams, monitoring and collecting required licensing fees, and issuing appropriate licenses.
4. *Responsible for the coordination of Contractor Licensing Board meetings, including agendas and minutes.
5. *Requires daily contact with contractors, staff, Code Compliance and Code Enforcement inspectors as well as the general public as it relates to licensing and insurance.
6. *Assists Permitting Administrator or Director in the supervision, training and coordination of the permitting staff to effectively provide customer assistance to both contractors and the general public.
7. Must be knowledgeable in all aspects of permitting duties and be able to perform permit application intake and review per current codes and building department procedures.
8. Provides customer service in a professional manner, sometimes working with difficult customers. Must be able to determine when assistance may be required from either a supervisor or possibly law enforcement.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
Education:	Vocational or other technical school, certification, training or apprenticeship required beyond high school.
Experience:	5 to 7 years office / clerical experience. (a working knowledge of the construction industry)
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
Complexity:	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
Decision Making:	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
Communication with Others:	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
On Call Requirements:	None.

APPROVALS

Department Head:

Name: JOSEPH PASKALIK Signature: Joseph Paskalik Date: 8-1-06

Division Director:

Name: Ty Symioski Signature: Ty Date: 8/1/2-6

County Administrator:

Name: Signature: Date: 9/21/06

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____