

Code: 1233
Administrative Service
Statistical, Technical and Mercantile Group
Examining and Licensing Series

CLASS TITLE: Licensing Coordinator

CHARACTERISTICS OF THE CLASS: Under general supervision, explains licensing requirements to prospective day care center provider applicants and coordinates the activities of inspection teams prior to licensing approvals; and performs related duties as required.

ESSENTIAL DUTIES: Assists individuals in filling out application forms for the operation of a day care center; explains policies and regulations as set forth in the Municipal Code for operating a day care center; coordinates inspection visits by a task force comprising professional employees from various City agencies; collects and disseminates inspection reports to City, State and Federal agencies as required; conducts orientation workshops for prospective day care providers; distributes procedure manuals for day care center licensing; notifies day care center owners of the outcome of task force inspections.

RELATED DUTIES: Maintains application records for day care licensing; visits day care centers; assists applicants through the licensing process by walking the documents through the various inspection stations.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible licensing experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of inspection and investigation techniques and methods with reference to licensing and licensing investigations. Knowledge of various ordinances affecting licensing.

Ability to maintain accurate records and make reports. Ability to deal effectively with the general public. Ability to access day care center sites.

Skill in the application of regulations and ordinances as they pertain to day care center licensing.

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CLASS TITLE: **Licensing Coordinator** (Cont'd)

Working Conditions. General office environment.

Equipment. General office equipment.

Note: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 1994