CLASS TITLE: Director of License Administration

CHARACTERISTICS OF THE CLASS: Under direction, the class manages and directs the Office of the City Clerk’s municipal license compliance and enforcement operations; and performs related duties as required.

ESSENTIAL DUTIES: Directs staff conducting field investigations to enforce the city’s vehicle sticker registration requirements; plans enforcement projects and prioritizes work activities, overseeing staff patrolling assigned areas and issuing violation notices to city residents with vehicles displaying outdated or no city vehicle sticker; collaborates with city departments to coordinate license investigation and enforcement activities; develops and implements work standards and operating procedures to ensure effective deployment of staff in the field; oversees the inspection of car dealerships to ensure appropriate City demonstration plates are displayed; coordinates work operations and monitors staff activities at temporary sites set up to issue city stickers and collect revenue during the annual renewal period; plans and implements security measures and controls to ensure city vehicle stickers are properly issued and that revenues collected are deposited to appropriate accounts; prepares reports on monies collected and city stickers issued; works with representatives from the Secretary of State’s Office on issues relating to the accessing of license plate information; monitors and evaluates staff’s work performance; prepares work activity reports.

RELATED DUTIES: Responds to sensitive inquiries and complaints from city officials and the public regarding license and vehicle sticker compliance investigations.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree in Business or Public Administration or a related field, supplemented by five years of progressively responsible experience in the administration of licensing activities, including two years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of municipal vehicle sticker registration requirements. Considerable knowledge of ordinances governing license regulations. Considerable knowledge of field investigation methods and practices. Good knowledge of managerial and supervisory principles.
Ability to develop security measures. Ability to develop and implement license investigation procedures and standards. Ability to coordinate license inspection projects and field investigations.

Good supervisory and management skills. Good organizational skills. Good human relations skills. Good oral and written communication skills.

**Working Conditions.** Inside: General office environment.

**Equipment.** Standard 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.