

CITY OF GLENDALE

TITLE:	Regulatory Licensing Analyst	CLASS CODE:	343
REPORTS TO:	Tax and License Manager	RANGE:	22
DEPARTMENT:	Finance	FLSA:	E
JOB DESCRIPTION DATE: October 12, 2005 cm			

JOB SUMMARY:

Performs technical and analytical functions in the processing, renewal, or transfer of liquor, adult business, wagering establishment and bingo licenses and advance analysis functions.

ESSENTIAL FUNCTIONS:

1. Analyzes and makes recommendations for the processing, renewal or transfer of liquor, wagering establishment and bingo licenses, including Council Communications and G.I.S. Maps.
2. Analyzes, reviews and ensures compliance of adult business license applications, changes or renewals.
3. Prepares budget and performs budget analysis, expenditure forecasting, narrative and supplemental submissions.
4. Represents the City in dealing with applicants, licensees, other City departments and citizens regarding liquor, adult business, wagering establishment and bingo matters; researches and resolves complaints.
5. Represents the department in dealing with City management and Council members concerning liquor, adult business, wagering establishment and bingo matters.
6. Researches, assembles and coordinates data for month end process and monthly sales tax revenue reports tax for distribution to management team.
7. Analyzes taxpayer/customer accounts and determines account adjustments/requirements based on interpretation of city codes, ordinances and administrative regulations. This process would include but not limited to analysis of unapplied payments, sales tax rebates, approval-denial of licenses and performing desk review.
8. Provides assistance to other departments, the public, or external agencies for information on tax and license codes, license and account status.
9. Researches, assembles and coordinates data for annual sales tax and customer service overviews; prepares overview graph books for distribution to division supervisors.
10. Acts as liaison between the City and the State Department of Liquor Licenses and Control.
11. Represents the City and serves as witness before the State Liquor Board at liquor license hearings.
12. Represents the City at Maricopa Association of Governments meetings as requested by Supervisor.
13. Attends edit team meetings, special workshop, and agenda review sessions as required.
14. Revises and updates procedure manuals for liquor, bingo, adult business, and wagering establishment regulations.
15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

City Code requirements and Federal and State legislation and regulations regarding sales tax and licensing.

City Code requirements and State legislation, regulations and practices regarding liquor licenses.

City Code requirements and State legislation, regulations and practices regarding wagering establishment and bingo licenses.

City Code requirements, State law and First Amendment Rights regarding adult business regulations.

Basic auditing knowledge.

Ability to:

Work with minimal supervision and exercise independent judgment in licensing matters.

Prepare G.I.S. maps, graphs and other documents.

Maintain and cultivate professional relationships with other City departments.

Remain current on legislative issues regarding liquor, adult businesses, wagering establishments and bingo.

Communicate effectively at different levels of the City, State and County government.

Research, organize and maintain data.

WORKING CONDITIONS:

Generally in an office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business, Public Administration or related field and two years of related work experience in some or all of the areas of business regulation in the public sector.

Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS:

None required