

Business License Coordinator

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work enforcing the Town's business license ordinances, providing information to businesses, maintaining records, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Business License Administrator.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Answers inquiries in person, via the phone and email; assists with applications completion and calculations.

Processes new and renewal business license applications.

Assigns codes to accounts, tax map number and zoning district; determines rate code; verifies address and location.

Issues business license and mails with receipt.

Sets up folders on new accounts and files.

Maintains and updates customer data in Energov; prints and sends renewal information letter to existing account holders.

Handles delinquent accounts; notifies customer and works with accounts payable representatives.

Coordinates licensing approval functions with appropriate Growth Management staff.

Monitors and takes appropriate action on businesses in violation of ordinances in coordination with Administrator.

Assists in the preparation of ordinance amendments; provides and maintains procedural manual; assures compliance with schedules.

Ability to learn and become a proficient power user of Energov business license, accommodation and hospitality tax software programs.

Attends training classes for proficiency in S.C. business licensing.

Performs other duties as apparent or assigned.

Knowledge, Skills and Abilities

Proficient knowledge of the Town business license tax ordinances with special reference to the class of licenses required of particular types of business; proficient knowledge of accommodations tax and hospitality tax ordinances and processes; general knowledge of state laws; general knowledge of the scope and activities of commercial enterprises in the area; general knowledge of the geography of the Town; ability to collect and organize facts effectively and to prepare clear and concise reports; ability to meet and deal effectively with business owners and attorneys, and to enforce the ordinance with tact and firmness.

Education and Experience

Associates/Technical degree and moderate experience working with business licenses or in accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently walking and sitting and occasionally requires standing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with copiers, telephones and/or computer printers, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

Salary low to mid \$30s. EOE. We offer excellent benefits and a great place to work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.