

CLASS TITLE: PERMIT AND LICENSE SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible supervisory and technical work involving the planning, direction, and maintenance of the City's permit and license functions, collection of revenues and other related assigned duties.

ESSENTIAL TASKS:

- Plans, supervises, and coordinates the activities of the Permit and License Center staff
- Directs the activities involving the receipt, distribution, review, and final disposition of all City of Tulsa construction permits and licenses and related records
- Supervises staff involved in the collection, processing, and distribution of permit and license revenue, ensuring compliance with City of Tulsa ordinances
- Advises, instructs, trains, and reviews the work of subordinate personnel performing technical and analytical work involving financial matters, code interpretation, and data coordination and maintenance
- Researches and resolves customer inquiries and complaints ensuring compliance with applicable state law and City ordinances and policies
- Evaluates personnel performance and staffing needs, recommending hirings, disciplinary actions, terminations, merit increases, and other personnel actions as appropriate
- Confers with architects, engineers, and individuals seeking information related to construction and development in the City of Tulsa
- Explains City ordinances, state statutes, and departmental policies for co-workers, the construction industry, and the general public regarding permitting and licensing
- Assists in the development of various computer systems to ensure needs are met
- Participates in the maintenance of a complete cost accounting system in some positions
- Researches and documents requested credit adjustments to the general ledger records and accounts in some positions
- Prepares operating and financial statements in some positions
- Performs daily balancing and reconciliation of the general ledger with the permit and licensing system and revenue processing in some positions
- Participates in developing and implementing division objectives
- Composes various reports and correspondence and develops/updates public information brochures and forms
- Develops permit and licensing standards, policies, and procedures and assists in preparing the City's construction related ordinances
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associates degree in business or accounting, and four (4) years of supervisory and office related experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of supervision; (some positions require the following) good knowledge of the principles, practices, and methods of accounting; good knowledge of modern office management procedures, practices, and equipment as applied to accounting operations; some knowledge of municipal accounting, purchasing, tax, and allied systems and procedures; and fundamental knowledge of how to read building plans. Ability to analyze and interpret fiscal and accounting records and to prepare accurate and complete financial statements and reports (in some positions); ability to plan, lay out, supervise and review the work of clerical employees; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, 10-key, and telephone; occasional carrying up to five pounds; may be subject

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to walking, standing, reaching, bending, kneeling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1044

EEO Code: E-02

Pay Code: EX-32

Group: Engineering, Planning and Technical

Series: Inspection

Effective date: March 29, 2001