

SNOHOMISH COUNTY JOB DESCRIPTION

LICENSE LEAD, BUSINESS

Spec No. 6133

BASIC FUNCTION

To perform (and lead others who perform) complex office work requiring considerable knowledge of state, county and local ordinances covering the issuance of business and animal licenses, and in the supervision and training of subordinate level employees.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads employees and provides direct supervision to subordinates as required; prioritizes and assigns daily work and trains subordinates as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day personnel questions and problems; may relieve the supervisor in his/her absence.
2. Analyzes and resolves technical problems and questions encountered in the work which subordinate level employees cannot answer; receives, investigates and resolves the customer's questions, problems, and complaints.
3. Develops, recommends and implements procedural changes and systems for use by subordinate level employees in the work unit; may serve as liaison with other departments such as Sheriff's Office; coordinates work flow within the assigned area.
4. Initiates correspondence related to assigned duties.
5. Assists manager with administrative matters such as job interviews, budget preparation, new employee probation evaluations, employee counseling, development of office policy, development of computerized systems, and assessing the impact of implementing new statutory requirements.
6. Collects data and prepares reports and maintains accounts as required.
7. May perform all the duties of subordinate level employees as required.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years experience as a License Assistant; including one (1) year experience in interpreting and implementing state, county and/or local laws and/or ordinances; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities; prior experience in handling money and selling licenses is preferred. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- basic bookkeeping, accounting and cashiering methods;
- office practices and procedures;
- state laws and administrative codes related to business and animal licenses.

Ability to:

- effectively lead, coordinate and evaluate the work of subordinate employees;
- read, interpret and apply laws, rules and regulations;
- identify procedural issues and system problems and develop solutions;
- establish and maintain effective work relationships with superiors, peers, subordinates and other government agencies;
- formulate issues and make decisions under pressure;
- maintain necessary records and prepare required reports;
- participate in the preparation of staff work schedules, training schedules, additional duty schedules, lunch and break schedules, and adjust schedules for unplanned absences as necessary;
- exercise courtesy, discretion and tact;
- change computer programs and resolve computer problems that arise.

SUPERVISION

The employee in this class receives administrative direction from the License Manager. Employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. Employee is responsible for the quantity and accuracy of the work produced by his/her subordinates.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1989
Previous Spec No. 710750
EEO Category: 6 – Administrative Support
Pay Grade: 308 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous