



The City of Lynwood
11330 Bullis Road
Lynwood, California 90262
(310) 603-0220
www.lynwood.ca.us

Business hours:
Monday – Thursday
7:00 a.m. – 6:00 p.m.

The City of Lynwood is seeking a new
Business License Specialist (Part Time)
(Up to \$23.78 per hour)

The Position

Under general direction, this part-time position will perform field inspections and carry out enforcement activities to ensure compliance with City codes relating to business licenses; perform a wide variety of field and support service duties in the business community; serve as a field services liaison assisting businesses in developing and establishing public safety and anti-crime programs; and perform related duties as required. There are currently two part-time vacancies for this position.

The Department

The primary role of the Development Services Department is to promote and enhance the quality of life in Lynwood by protecting the health, safety and welfare of our residents and business community. The Department is responsible for current and advance planning activities, building permits, implementing code requirements, business licenses and parking enforcement.

The City

The City of Lynwood is a general law city pursuant to California Law and operates under the council-manager form of government. Five City Council members are elected at large to four-year, staggered terms. The Mayor and the Mayor Pro Tem are selected by their peers for a one-year term. The Council has adopted an exciting agenda for change that will result in an improved quality of life and increased community pride, laying the foundation for a vibrant and healthy future.

Qualifications

Knowledge of the laws, ordinances, and regulations affecting business license enforcement; functions, operations and objectives of municipal government; principles and procedures of record-keeping and reporting; principles and practices involved in developing and implementing community based programs; principles and practices of customer service; report writing methods and techniques; computers and software applications; safe driving principles and practices; ability to interpret and apply the policies, procedures, codes and regulations pertaining to business license programs and functions; read, interpret, and apply City policies, rules and regulations; establish and maintain positive and harmonious working

relationships with those contacted in the course of work; observe and record findings during investigations; deal tactfully and courteously with the public in answering technical questions and handling difficult complaints including dealing with difficult customers; analyze situations quickly and objectively; express ideas clearly and concisely both orally and in writing; recognize problems and make effective recommendations for correction; and perform related duties as required.

Requirements

Three years of professional experience in business license processing, enforcement or investigations or code enforcement. High School Diploma or GED supplemented by college level course work in public or business administration, accounting or code enforcement or a closely related field. Possession of P.O.S.T. PC 832 certificate. Possession of valid California Driver's License.

Compensation and Benefits

The salary for this part-time position may range from \$19.56 to \$23.78 per hour.

Application Process

A CITY APPLICATION IS REQUIRED. Application materials, including a City application and resume, will be **accepted until the position is filled.** If interested apply **immediately.** You may request an application by calling or writing to the:

**City of Lynwood
Human Resources Department
11330 Bullis Road
Lynwood, CA 90262
(310) 603-0220, ext. 219**

Or by visiting www.lynwood.ca.us to download an application

Applications will be screened for completeness and appropriate background. **No postmarks, faxes or emails will be accepted.** All properly submitted applications will be reviewed. *Only those applicants appearing most qualified and meeting the City's particular needs will be invited to continue in the recruitment process.* The recruitment process may consist of a written examination, practical examination and/or an oral interview conducted by a panel of experts. EOE

Provisions of this bulletin do not constitute nor guarantee an expressed or implied contract for employment, and may be revoked or modified without notice.