



# City of Chelsea

HUMAN RESOURCES DEPARTMENT

Diane Carey

Director of Human Resources & Administration

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To: Members, Local 9427 Steelworker's Bargaining Unit

From: Diane Carey, Director of Human Resources & Administration

Date: July 15, 2016

RE: Job Opportunity

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## Licensing Administrator – Part time

Pay Class/Grade: 7

Salary Range (based on full time annualized): \*This is a part –time position approximately twenty-five (25) hours per week (\$24.53/hour – \$30.74 )

### POSITION SUMMARY (Full Description Next Pages)

Responsible for the administration and clerical support for the Chelsea Licensing Commission (the “Commission”), including overseeing the issuance of all licenses and permits granted by the Commission. Oversee the professional and efficient service to the general public of Licensing Commission matters, including providing prompt and accurate information on licensing issues and procedures. Oversee the coordination of inspections and the enforcement activities for licensed establishments.

**EDUCATION AND EXPERIENCE:** Associates Degree in Public Administration, Business Administration, or related field preferred and minimum of three (3) years of related experience preferably in the public sector.

### SKILLS, KNOWLEDGE & ABILITIES:

In-depth knowledge of state and local statutes and regulations applicable to the duties and responsibilities of the Licensing Department or a demonstrated ability to quickly learn such laws. Ability to establish and maintain effective working relationships with City Councilors, City officials and the general public. Effective oral and written communication skills necessary for interactions with City Councilors, City officials and the general public. The ability to prepare original correspondence. The ability to perform job duties independently, with accuracy and attention to detail; and the ability to follow complex directions. Must be able to take special projects through to conclusion within established time frames and with minimal assistance. Must be comfortable and possess the ability to handle unstructured tasks related to special projects or independent analysis while requesting minimal amount of guidance. Must possess a demonstrated proficiency with Microsoft Office Suite, such as Word and Excel. Must possess strong organizational skills to maintain current documentation and reporting. Must possess initiative, integrity, the ability to work as a collaborative team member, and the ability to handle multiple projects and responsibilities simultaneously. A candidate bilingual in English/Spanish is strongly preferred.

**Qualified candidates submit a cover letter and resume to Diane Carey, Director of Human Resources & Administration, City of Chelsea, 500 Broadway, Chelsea, MA 02150 by July 22, 2016. Email to [dcarey@chelseama.gov](mailto:dcarey@chelseama.gov) or fax to: (617) 466-4175. City application forms are available in the Human Resources Department, Room 301.**

**CITY of CHELSEA  
POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Licensing Administrator	<b>DIVISION:</b> Licensing
<b>UNION AFFILIATION:</b>	United Steelworkers Local 9427	<b>PAY CLASS/GRADE:</b> 7

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**POSITION SUMMARY**

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**ESSENTIAL JOB FUNCTIONS and DUTIES**

**Licensing**

- Administer and process all applications for all licenses and permits issued by the Commission for the City.
- Ensure all applications are complete prior to review by the Commission.
- Effective communication with City officials and applicable departments regarding the implementation of all Commission directives and determinations.
- Process and issue all licenses and permits granted by the Licensing Commission in accordance with statutory requirements.
- Conduct research and investigations to ensure all license holders are acting pursuant to the Commission’s rules and regulations.
- Collect and monitor all fees owed and dues.
- Coordinate inspection and enforcement activities for licensed establishments.

**Policies and Procedures**

- Administer policies and procedures to enable efficient and satisfactory long and short range goals for the Commission.
- Administer techniques and policies to promote continual and open dialogue between and among the Commission, the City Council, City Departments and any community activist groups.
- Attend all Commission meetings.
- Make recommendations to the Commission relating to the establishment of rules and regulations, fees and charges for licenses and permits under its jurisdiction.
- Interact and consult with various City departments and personnel to ensure harmonious and fair application of existing policies, rules and regulations.

### **Administrative**

- Perform all administrative responsibilities in connection with licensing meetings. This includes preparing meeting agenda, advertising, notification of hearings, drafting all necessary due process notifications and correspondence to license holders and applicants, and taking meeting minutes.
- Prepare all licenses and permits to be issued by the Commission.
- Work collaboratively with the Law Department to draft decisions of the Commission and issue any and all orders and decisions of the Commission.
- Process fees and bills.
- Maintain records in accordance with statutory requirements.

### **Customer Service**

- Provide exceptional customer service by responding to customer inquiries within established time frames.
- Effective and timely resolution of consumer complaints in connection with licensed business in the City.
- Maintain effective communication with other departments, agencies, media, government entities and the public.

**Supervision Received:** Direct: City Manager

**Supervision Exercised:** Direct: None

### **EDUCATION, SKILLS & EXPERIENCE**

- Associates Degree in Public Administration, Business Administration, or related field preferred and minimum of three (3) years of related experience preferably in the public sector.
- In-depth knowledge of state and local statutes and regulations applicable to the duties and responsibilities of the Licensing Department or a demonstrated ability to quickly learn such laws.
- Ability to establish and maintain effective working relationships with City Councilors, City officials and the general public.
- Effective oral and written communication skills necessary for interactions with City Councilors, City officials and the general public.
- The ability to prepare original correspondence.
- The ability to perform job duties independently, with accuracy and attention to detail; and the ability to follow complex directions.
- Must be able to take special projects through to conclusion within established time frames and with minimal assistance.
- Must be comfortable and possess the ability to handle unstructured tasks related to special projects or independent analysis while requesting minimal amount of guidance.
- Must possess a demonstrated proficiency with Microsoft Office Suite, such as Word and Excel.

- Must possess strong organizational skills to maintain current documentation and reporting.
- Must possess initiative, integrity, the ability to work as a collaborative team member, and the ability to handle multiple projects and responsibilities simultaneously.
- A candidate bilingual in English/Spanish is strongly preferred.

**Prepared by:** Diane Carey

**Date:** July 11, 2016