



Office of Human Resources  
Business License Inspector Supervisor - CN3280  
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### General Statement of Duties

Performs supervisory duties over employees who perform investigation and enforcement work to ensure compliance with federal, state, and municipal codes, rules and regulations related to marijuana, liquor, food establishments, short term rentals and various other regulated businesses. This position also conducts investigations on new marijuana and liquor licenses to ensure proximity complies with State of Colorado statute.

### Distinguishing Characteristics

The Business License Inspector I performs routine investigations and conducts routine compliance inspections based on an annual review schedule with set inspection criteria.

The Business License Inspector II performs more complex and specialized investigations and inspections that may involve assisting with legal prosecution cases.

The Business License Inspector Supervisor is responsible for the elements of supervision and supervising Business License Inspectors.

### Level of Supervision Exercised

Supervises two or more employees who do not supervise.

### Essential Duties

Supervises Business License Inspectors which perform investigation and enforcement work to ensure compliance with federal, state, and municipal codes, rules and regulations related to marijuana, liquor, food establishments, short term rentals and various other regulated businesses.

Conducts investigations on new marijuana and liquor establishments to ensure proximity complies with State of Colorado statute. If application is found to be within the restricted distance, a site visit is conducted, and an investigation report is generated and submitted to the City Attorney's Office for denial or denial hearing. Serves as subject matter expert in department and throughout the city in business license enforcement and compliance and collaborates with various departments where inspections overlap.

Testifies as a witness and subject matter expert in court and hearing settings on behalf of the department regarding various investigations and complaints.

Assigns or investigates incoming citizen complaints regarding illegal activity at short-term rental locations. This includes taking statements, gathering evidence and preparing case with required documents for submittal.

Generates and distributes reports for Business License Inspectors to investigate for those businesses where the license has expired.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Oral Communication** – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Writing** – Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance and issue permits.

Skill in conducting investigations to ensure compliance with applicable rules and regulations.

### **Education Requirement**

Graduate from high school or possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Five (5) years' experience performing investigations and enforcement work on businesses to ensure licenses comply with various codes, rules and regulations.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Noise: sufficient noise to cause distraction.

Personal Safety: aware of surroundings, people, and events.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to varying and unpredictable situations.

**Level of Physical Demand**

2-Light (10 - 20 lbs.)

**Physical Demands**

Agility: Bends, stretches, twists, or reaches out with the body, arms, or legs.

Carrying: Transporting an object; usually by hand, arm, or shoulder.

Color vision: Ability to distinguish and identify different colors.

Depth Perception: ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: performing work through the use of two or more.

Field of Vision: Ability to see peripherally.

Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.

Handling: Seizing, holding, grasping, or otherwise working with fingers.

Hearing: Perceiving the nature of sound by the ear.

Sitting: Remaining in the normal seated position.

Smell: Ability to perceive or detect a variety of odors.

Standing: Remaining one one's feet in an upright position.

Talking: Expressing or exchanging ideas by means of spoken words.

Typing: Ability to enter words at a speed of minimum 30 wpm.

Vision Far acuity: Ability to see clearly at 20 feet or more.

Vision Near acuity: Ability to see clearly at 20 inches or less.

Walking: Moving about on foot.

Written Comprehension

Lifting 1: Moving objects weighing no more than 20 pounds from one level to another.

**Background Check Requirement**

Criminal Check

Employment Verification

Motor Vehicle Record

**Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: N-810**  
**FLSA Code: Y**  
**Established Date: 7/5/20**  
**Established By: AD**  
**Revised Date:**  
**Revised By:**  
**Class History:**