914

PARKING CONTROL OFFICER

DEFINITION

Under supervision to patrol the City, enforcing parking regulations and issuing citations; to maintain records; oversee school crossing guard program; and to perform related work as required.

EXAMPLE OF DUTIES

Patrols the City in a vehicle; enforces parking regulations and issues citations as appropriate; answers questions and provides information concerning parking regulations; provides helpful information for visitors to the area; notes and reports parking problems; maintains activity and citation logs; appears in court and presents evidence for disputed citations; responds to requests for assistance with traffic control problems; keeps vehicles supplied for work shift; notifies other City staff of major repairs which are required; may assist in recruitment, assignment, and supervision of school crossing guards.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Laws, rules, ordinances, and regulations governing parking enforcement functions.
- Principles of supervision and training.
- Office methods and procedures.

and

PARKING CONTROL OFFICER

EMPLOYMENT STANDARDS - (cont.)

Ability to:

- Interpret, explain, apply, and enforce parking laws, rules, and regulations.
- Provide supervision, training, and work evaluation for staff.
- Operate a two-way radio.
- Work without direct supervision.
- Memorize details and incidents accurately.
- Maintain good public relations with people contacted during work assignments.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable.

Work Background: One year of responsible work experience in a position requiring extensive public contact.

August 1992