

PARKING SERVICES OFFICER**DEFINITION**

Under general supervision, to enforce traffic and parking regulations; to coordinate the parking enforcement activities of the Police Aides; and to do other related work as required.

REPORTING RELATIONSHIP

Receives general supervision from the Police Services Lieutenant.

EXAMPLES OF DUTIES

The Parking Services Officer is primarily responsible for the following activities:

Patrols college properties, controls traffic and parking, and issues citations for violation of college rules and regulations.

Collects money from parking machines and meters.

Prepares reports of cash receipts, monies collected and a variety of information concerning parking service activities.

Monitors and reviews the parking areas for potential hazards.

Inspects and maintains the parking meter operation.

Observes the parking area and reports suspicious activities observed.

Coordinates the functions of the Police Aides and verifies service time.

Serves as a liaison between the college, local public safety agencies, and the community.

Maintains records and files and prepares reports pertaining to the parking services functions.

MINIMUM QUALIFICATIONSKnowledge of:

Methods, techniques, and procedures common to a parking service or security operation.

College traffic, parking or security rules and regulations.

Record management and reporting methods and procedures.

Ability to:

Effectively and efficiently enforce traffic, parking, and security regulations.

Deal assertively and tactfully with others.

Prepare clear and accurate reports.

Learn to administer first aid and CPR procedures.

(Over)

MINIMUM QUALIFICATIONS

Ability to: (continued)

Understand and carry out oral and written directions.
Establish and maintain cooperative working relationships.

Experience and Training

Any combination of experience and education that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience in security or parking enforcement work

Education:

Completion of the twelfth grade or possession of a General Education Diploma (GED).

License or Certificate:

Possession of an appropriate, valid California driver's license at time of employment.

Certificate Requirement:

Possession of, or ability to obtain within 90 days, an American Red Cross first aid certificate including CPR training (must be obtained within six months of employment in the position).