

SENIOR PARKING SERVICES OFFICER

DEFINITION

To maintain parking permit machines and parking meters on a college campus or out reach center; to enforce parking regulations; to coordinate the parking enforcement activities of student Police Aides; to promote and foster cooperation and good interdepartmental relations and to perform other tasks as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Services Lieutenant.

Supervise student Police Aides engaged in parking control or enforcement.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Patrol college properties, control traffic and parking, and enforce parking laws, rules, and regulations through verbal warnings, written warnings, or through writing citations as appropriate to circumstances.

Collect money from the sale of permits and prepare appropriate cash receipts.

Check for proper operation of Park-Ur-Self permit machines and parking meters; perform minor repairs and/or maintenance procedures related to their proper functioning throughout the college district.

Ensure that Park-Ur-Self machines are adequately supplied with permits through periodic checks of the machines and monitors parking supplies.

Maintain records of daily Park-Ur-Self permit number readings.

Patrol parking lots: report suspicious persons or activities observed.

Prepare reports of cash receipts, monies collected and variety of information concerning parking service

activities.

Monitor and review the parking areas for potential hazards.

Inspect and maintain the parking meter operation.

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

Maintain records and files pertaining to the parking services functions.

Coordinate the functions of the Police Aides and verify service time; assist in their hiring and evaluation.

Maintain records for maintenance of the parking control vehicle.

Perform related duties as assigned.

(Over)

MINIMUM QUALIFICATIONS

Knowledge of:

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

Traffic and parking rules and regulations.

Record management and reporting methods and procedures.

Operation of permit vending machines and parking meters.

Basic principles of mathematics.

Ability to:

Count monies and prepare cash receipts and reports.

Establish and maintain cooperative work relationships with those contacted in the course of work.

Effectively and efficiently enforce traffic and parking regulations.

Deal assertively and tactfully with others.

Prepare clear and accurate reports.

Administer first aid and CPR.

Understand and carry out oral and written directions.

Experience and Training

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

Experience:

Two years of experience in security or parking enforcement work.

Training:

Equivalent to completion of the twelfth grade (high school.)

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain within 90 days, an American Red Cross First Aid Certificate including CPR training.