



## PARKING SERVICES OFFICER, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	55	07/01/2017	Classified	1 of 2

### DEFINITION

To maintain parking permit machines and parking meters on a college campus or satellite center; to enforce parking regulations; to coordinate the parking enforcement activities of student assistants/police aids; and to promote and foster cooperation and good interdepartmental relations.

### DISTINGUISHING CHARACTERISTICS

**Parking Services Officer** - Positions in this classification are focused on routine, process driven tasks. Typically requires a basic understanding of general traffic and parking regulations.

**Parking Services Officer, Senior**- Positions in this classification perform more independent and responsible duties. Assigned work requires the use of journey-level technical and diagnostic skills to maintain and repair District parking meters and machines. Employees in this position regularly interact with District management, staff, students and the general public, handling parking-related routine to non-routine inquiries, complaints and problems.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

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

- Patrols college properties; controls traffic and parking; enforces parking laws, rules and regulations through verbal and written warnings as appropriate to circumstances.
- Monitors parking citations issued by student assistants/police aids; maintains records, monitors and runs reports on parking citation program.
- Selects and supervises student assistants, including coordination of work schedules and additional staffing for special events; ensures open shifts are filled; reports discipline issues to the department manager and assists manager in the completion of performance evaluations.
- Collects money from parking machines and meters and from the sale of permits and prepares appropriate cash receipts.
- Checks for proper operation of self-service parking permit machines and parking meters; performs minor repairs and/or maintenance procedures related to their proper functioning throughout the college district.
- Ensures that self-services parking permit machines are adequately supplied with permits through periodic checks of the machines; monitors parking supplies.
- Maintains records of daily self-service parking permit number readings.
- Reports suspicious persons or activities observed in parking areas.
- Monitors and inspects the parking areas for potential hazards.



## PARKING SERVICES OFFICER, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	55	07/01/2017	Classified	2 of 2

- Serves as a liaison between the college, local public safety agencies and community.
- Maintains records and files pertaining to the parking services functions.
- Maintains records for maintenance of the parking control vehicle.
- Assists with transportation of evidence to and from labs when needed.
- Performs related duties as assigned.

### 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.
- Permit vending machine and parking meter operations.
- Basic principles of mathematics.

Skill/Ability to:

- Count monies and prepare cash receipts and reports.
- Effectively and efficiently enforce traffic and parking regulations.
- Interact assertively and tactfully with others.
- Perform data entry with accuracy.
- Prepare clear and accurate reports.
- Operate radio communications and office equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Three (3) years of experience in security or parking enforcement work.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

Adopted: 07/01/17