



PARKING SERVICES OFFICER

| Class Code | OT Status | EEO Category | Represented Status | Salary Grade | Effective Date | Status | Pages |
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| | Non-Exempt | Service/Maintenance | PEU Local 1 | 46 | 07/01/2017 | Classified | 1 of 2 |

DEFINITION

To enforce traffic and parking regulations; to coordinate the parking enforcement activities of student assistants/police aides; and to perform other related work as required.

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.
- Prepares reports of cash receipts, monies collected and a variety of information concerning parking service activities.
- Monitors and inspects the parking areas for potential hazards.
- Maintains the parking meter operation.
- Reports suspicious activities observed in the parking area.
- Coordinates the functions of student assistants 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.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, techniques and procedures common to a parking service or security operation.
- Traffic, parking or security rules and regulations.
- Records management and reporting methods and procedures.



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Skill/Ability to:

- Effectively and efficiently enforce traffic, parking and security regulations.
- Interact assertively and tactfully with others.
- Prepare clear and accurate reports.
- 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

- One (1) year 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