

## **SENIOR PARKING LOT ATTENDANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for covering for the Parking Lot Attendants on a regular basis and assists in the counting of money and processing of paperwork for the attended lots for a municipality. Works under the direct supervision of higher level employees. Supervision over the work of others is not a function of this position.

### **TYPICAL WORK ACTIVITIES:**

1. Collects parking fees from customers;
2. Counts and deposits parking lot revenues;
3. Prepares monthly parking bills for companies who use the facility;
4. Prepares weekly schedule for employees;
5. May assist in preparing payroll records for employees;
6. Reports machine problems or breakdowns to supervisor;
7. Fills out various written reports;
8. Receives and addresses parking lot customers' complaints and provides general information;
9. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to make change; ability to make simple arithmetic computations; ability to follow oral and written instructions; mechanical aptitude; ability to plan and supervise the work of others; reliability; resourcefulness; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

One (1) year of full-time experience as a parking lot attendant or any equivalent combination of training and experience.

### **SPECIAL REQUIREMENT FOR APPOINTMENT TO THE POSITION:**

Possession of a valid driver's license.

SV9412

ADOPTED: 11/01/91

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