

## HEAD PARKING LOT ATTENDANT

### DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the daily management of attended parking lots for a municipality. The incumbent collects and deposits revenues and keeps appropriate records. The work is performed under the general supervision of a higher level administrative employee. Direct supervision is exercised over subordinate staff.

### TYPICAL WORK ACTIVITIES:

1. Manages attended lots and requests maintenance assistance when needed;
2. Maintains accounts for parking unit including receipts, expenditures and other related records;
3. Collects and deposits parking lot revenues;
4. Supervises subordinate staff including hiring, scheduling, training and discipline;
5. Prepares purchase orders and vouchers for purchasing supplies and maintains appropriate records;
6. Receives and addresses parking lot customers' complaints and provides general information;
7. Acts as Parking Lot Attendant when needed;
8. Does related work as required.

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

Good knowledge of business arithmetic; good knowledge of office clerical techniques and procedures; ability to supervise the work of others; ability to keep timely and accurate accounts and financial records; ability to communicate effectively, both orally and in writing; thoroughness; accuracy; tact; courtesy; integrity; dependability; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- EITHER:       (A)     Completion of two (2) years (60 standard credit hours) of full-time education at a regionally accredited or New York State registered college or university;
- OR:            (B)     Two (2) years of full-time work experience which involved the maintenance of financial records;
- OR:            (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

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                  08/16/89