

SENIOR PARKING CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This work involves scheduling and coordinating parking control assignments and overseeing the work of those involved in parking control and school crossing activities. The class does not involve general police duties. Ordinarily the work is carried on by patrolling various routes where parked cars are checked for possible violations. General supervision is received from a higher level administrative employee, with leeway allowed in the exercise of independent judgment. Supervision is exercised over lower level personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by the title Parking Control Officer:

1. Plans, schedules, assigns, and reviews work of Parking Control Officers and School Crossing Guards;
2. Supervises subordinate personnel;
3. Confers with supervisor(s) on procedure;
4. Prepares reports as required;
5. May use computer equipment to maintain data bases relevant to parking control activities and to prepare reports;
6. Walks an assigned route of parking areas making several tours a day;
7. Observes parking violations and other standing traffic violations, and issues tickets for all the violations;
8. Observes and issues tickets for any obvious parking violations such as unauthorized parking at a bus stop or at a loading zone;
9. Tactfully advises car operators as to the reason for issuance of tickets;
10. Informs the public as to the location of private and public parking facilities;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the Motor Vehicle Law and City ordinances; working knowledge of the geography of the municipality and location of parking facilities; ability to understand and follow oral and written instructions; ability to maintain neat and legible records; ability to communicate effectively, both orally and in writing; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with others; dependability; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and six (6) months of full-time paid work experience in parking control activities which included responsibility for detecting parking violations and the issuance of tickets for such violations.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver License at the time of appointment.

SV9417

Adopted: 8/18/05

Revised: 11/2/05