

Range: 26
Hours: 8
Week: 40
Months: 9.5

SHASTA-TEHAMA-TRINITY
COMMUNITY COLLEGE DISTRICT

JOB TITLE: Parking Enforcement Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To patrol campus parking areas enforcing parking regulations and issuing citations for parking violations and to train, oversee, and direct the work of student enforcement officers as required. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class exercises responsibility for the enforcement of parking regulations to include monitoring of the safety/security of campus parking areas and the maintenance and collection of moneys from parking meters or ticket dispensers. This job class also exercises responsibility for the training, scheduling, direction, and monitoring of student parking enforcement officers on campus.

SUPERVISOR: As Assigned

TYPICAL DUTIES:

- Patrols campus parking areas and issues citations for parking violations
- Observes and reports safety/security problems to proper authorities
- Reviews citations that have been issued to insure that they are correct and complete
- Groups citations that have been issued and prepares transmittal forms
- Explains parking regulations to students, employees, and visitors
- Provides vehicle control for campus activities; directs traffic as assigned
- Checks parking meters, ticket dispensers, and other equipment related to parking control; reports malfunctions and other deficiencies
- Checks parking control; reports malfunctions and other deficiencies
- Collects money from parking meters and ticket dispensers; refills ticket dispensers

Typical Duties (continued):

- Supervises staff, students, and temporary employees as directed and assists in their training and evaluation
- Assists drivers with minor vehicle problems such as jump-starting batteries, etc.
- Provides parking directions to College community
- Prepares required statistical data and reports
- Performs related clerical work as assigned
- Supplies patrol vehicle with gasoline, oil, air, and water; washes patrol vehicle as needed
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDSPOSSESSION OF:

- A valid California driver's license
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KNOWLEDGE OF:

- Dept. of Motor vehicle Code and College parking policies and regulations related to parking enforcement
- Office methods, practices, and procedures
- Public relations techniques

ABILITY TO:

- Read, understand, and effectively enforce parking laws and regulations
- Maintain effective public relations for the College while issuing citations
- Exercise good judgment in enforcing parking regulations

- Write legibly and prepare reports utilizing appropriate grammar and spelling skills
- Perform basic mathematical calculations

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Employment Standards (continued):

- Work cooperatively and tactfully with students, employees and visitors
- Work independently without immediate supervision
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

- Two years of successful experience dealing with the public
- Two years of clerical experience
- High school graduate or equivalent
- One year of college class work or equivalent