

**PARKING OFFICER
JOB DESCRIPTION**

RELATIONSHIPS

REPORTS TO:	Lead Community Service Officer
INDIRECT SUBORDINATE STAFF:	None
DIRECT SUBORDINATE STAFF	None
COORDINATES WORK OF:	None
EXTERNAL CONTACTS:	General Public, Employees from Other Organizations

SUPERVISORY RESPONSIBILITIES

N/A

POSITION SUMMARY

Under the direction of the Lead Community Service officer, coordinates, participates in the enforcement of City ordinances, the California Vehicle Code, and procedures governing the regulation of parking control. Performs other duties as directed.

ESSENTIAL DUTIES

1. Patrol the city and locate parked vehicles in violation of the Arcata Municipal Code and the California Vehicle Code. Issue parking citations as outlined in the California Vehicle Code and police department policy; disable or store vehicles with unpaid parking citations as per department policy; collect parking meter money.
2. Appear and testify in court for contested citations; perform fingerprinting procedures; run errands; maintain accurate records; perform some typing and filing; answer telephones; perform school crossing guard duties.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Skills to remain calm and effective in unusual and emergency situations; Oral communication skills to provide clear direction to others; public relations skills to effectively communicate with the public, including hostile citizens, regarding laws and procedures.

2. Skills to keep records; ability to write clearly and legibly, compose memos and short reports with proper grammar, punctuation, and spelling; skills to comprehend written and oral instructions; math skills to add, subtract, multiply, divide as needed to collect fees and make statistical reports.

OTHER REQUIREMENTS

1. Required to wear a uniform.
2. Willing to work a flexible schedule, occasionally including nights, weekends, and holidays.
3. Willing to work outdoors in inclement weather.
4. Possess and maintain a valid California drivers license.

MACHINES, TOOLS, AND EQUIPMENT

Computers, automated parking citation devices, telephone, two way radios, copy machine, three wheeled vehicle, right hand drive vehicle, pickup trucks, and sedans.