# LEAD PARKING OFFICER

**12/2007**

## DEFINITION

Coordinates and participates in the enforcement of the California Vehicle Code, City ordinances, and procedures governing the regulation of parking control; provides technical and functional supervision to assigned lower level staff; and performs related duties as required.

## DISTINGUISHING FEATURES OF THE CLASS

The principal function of this class is to coordinate and participate in the enforcement of the California Vehicle Code, City ordinances, and procedures governing the regulation of parking control. Work is performed under the general supervision and direction of higher-level staff. The position exercises functional and technical supervision over assigned personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed while operating a specialized parking enforcement vehicle, and may require performance of duties on foot and in inclement whether.

## EXAMPLES OF ESSENTIAL DUTIES (Illustrative Only)

- Enforces California Vehicle Code and local regulations pertaining to parking control; including patrolling set routes (including 2- and 4-hour zones; metered routes; preferential parking areas, etc.) to identify vehicles in violation of parking regulations; issuing citations to vehicles in violation of parking regulations; and operating a vehicle boot or wheel lock to disable vehicles with unpaid parking citations as per department policy.
- Provides functional and technical supervision to assigned parking enforcement personnel, including training and scheduling.
- Operates a specialized parking enforcement vehicle, including performing minor maintenance and identifying when to schedule for needed maintenance or repairs.
- Operates a handheld computerized citation device, including issuing citations, daily downloading of information entered in field to host computer, and uploading program updates received from host computer; coordinates repair of devices, including troubleshooting with repair technicians.
- Maintains required parking enforcement activity records; compiles, collects, and researches parking enforcement information, data, statistics, etc. as directed.
- Operates a two-way radio to maintain close communications with required personnel during normal course of work, including dispatch and assigned parking enforcement personnel.
- Schedules and participates in the collection and transportation of parking meter monies. Performs minor maintenance or repairs to parking meters, including replacing batteries, clearing coins jammed in machine; reports repairs needed to city property, including meters, street signs, missing street markings, and colored curbs.
- Responds, in a courteous and professional manner, to questions, parking complaints, and inquiries regarding parking enforcement activities as appropriate.
- Reports traffic accidents, traffic hazards, abandoned vehicles, etc. encountered in the course of work; assists police personnel with traffic control when needed, including setting up cone patterns, barricades, and directing traffic.
- Consults with other city departments regarding various parking enforcement changes or improvements, and may participate in implementing such.

- Maintains and orders parking enforcement division supplies and inventory, including chalk, citation paper packs, etc.
- Performs other related duties as assigned.

## QUALIFICATIONS

Knowledge of:

- California Vehicle Code and local regulations pertaining to parking enforcement.
- Procedures related to parking enforcement operations.
- Basic principles of leading, training, and scheduling assigned personnel.
- City of Arcata streets, geography, and address systems.
- Location of patrolled routes (i.e., 2- and 4- hour zones, metered routes, preferential parking areas, etc.)

Ability to:

- Understand, interpret, and enforce state and local parking enforcement regulations.
- Lead, train, and schedule assigned parking enforcement personnel.
- Operate necessary parking enforcement equipment (i.e., specialized parking enforcement vehicle, handheld citation device, two-way radio, etc.).
- Interact tactfully and effectively with those contacted in the course of work, occasionally in situations where individuals may be angry or hostile.
- Identify and report parking and traffic problems encountered in the course of work.
- Maintain routine records and logs.
- Exercise good judgment, make sound decisions, and work effectively without close supervision.

## OTHER REQUIREMENTS

- Must possess a valid California Driver's License.
- Required to wear a uniform.
- Willing to work a flexible schedule that may include nights, weekends, and holidays.

## EXPERIENCE AND EXPERIENCE:

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from high school and at least three (3) years performing parking enforcement activities, including some functional and technical supervision.