



Part-Time Employment Opportunity

PARKING ENFORCEMENT OFFICER

Position is Open Until Filled (first application review date July 28th):

\$14.790 to \$16.325/hr.

Up to 20 hours per week

DEFINITION

Under the general supervision of higher-level staff, participates in the enforcement of City ordinances, the California Vehicle Code, and procedures governing the regulation of parking control, abandoned vehicle abatement, and animal control.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Patrols the city and locates parked vehicles in violation of the Arcata Municipal Code and the California Vehicle Code. Issues parking citations as outlined in the California Vehicle Code and police department policy; disables or stores vehicles with unpaid parking citations as per department policy; collects parking meter money.
- Patrols the City to locate abandoned vehicles.
- Appears and testifies in court for contested citations; runs errands; maintains accurate records; performs some typing and filing.
- Performs general administrative and support function activities as necessary.
- Performs fingerprinting procedures.
- Performs other related duties as required.

REQUIREMENTS

Knowledge of: Applicable state and local codes, laws, and ordinances; math skills to add, subtract, multiply, and divide as needed to collect fees and make statistical reports; techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone.

Ability to: Interpret, apply, explain and enforce laws, codes and ordinances related to parking and enforcement; operate necessary parking enforcement equipment (i.e., specialized parking enforcement vehicle, handheld citation device, two-way radio, etc.); remain calm and effective in unusual and emergency situations; interact tactfully, cooperatively, 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; comprehend written and oral instructions; write clearly and legibly to compose memos and short reports with proper grammar, punctuation, and spelling; maintain clear, concise, and accurate records and documentation; exercise good judgment, make sound decisions, and work effectively without close supervision.

- **Possess a valid California Driver License.**

- **Wear a department issued uniform.**
- **Be willing to work a flexible schedule, including nights, weekends, and holidays.**

PHYSICAL REQUIREMENTS

Must be able to handle the physical aspects of the job, including sitting and walking for periods of time; drive and operate specialized vehicles and equipment; working outside in varying weather conditions, traversing uneven terrain; hearing and speech to communicate in person and over a two-way radio; twist, stoop, bend, kneel and crouch; lifting, pushing, pulling, and carrying up to 50 pounds; interact with a diverse range of people.

DESIREABLE TRAINING 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; some experience in a law enforcement environment is desirable.

APPLICATION/SELECTION PROCESS:

Application materials are available from and must be turned in to:

Arcata Police Department
736 F Street
Arcata, CA 95521, (707) 822-2428

EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:

The City of Arcata is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans With Disabilities Act reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Personnel Department (707-825-2114) prior to the testing date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.
- All potential City employees must complete a required pre-employment physical examination, receive DOJ fingerprint clearance, and have a satisfactory driving record (if required to drive for city business).

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