



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically detailed in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually described in this job description.

PARKING ENFORCEMENT OFFICER

Department: Police
Pay Grade: 205
FLSA Status: Non-Exempt

JOB SUMMARY

Responsible for enforcing the City's parking ordinances.

ESSENTIAL JOB FUNCTIONS

- Monitors parking lots for overtime violators.
- Assesses Parking Problems.
- Develops solutions for parking issues.
- Writes tickets for parking violations.
- Works with the City's Finance Department.
- Obtains summons from Magistrate.
- Testifies in court.
- Responds to Citizen Parking Complaints.
- Work with Citizens and the Community on resolving parking issues.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED equivalent; and
- No experience required; or
- An equivalent combination of education and experience.

Special Qualifications:

- Valid Virginia Driver's License.

Preferred Qualifications:

- None Specified.

Knowledge, Skills and Abilities:

- Knowledge of parking ordinances.
- Ability to testify in court.
- Ability to deal with hostile people.

- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers for data entry, word processing and/or accounting purposes.

PHYSICAL DEMANDS

The work requires the ability to exert moderate but not constant physical effort to perform light work, typically involving some combination of balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects, visual perception and discrimination, the ability to perceive and discriminate sounds, perceive and discriminate color, perceive odors, and require oral communications.

WORK ENVIRONMENT

Work is regularly performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.