

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: ASSISTANT PARKING ENFORCEMENT SUPERVISOR **FLSA Status:** Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification directly supervise parking enforcement officers. Work involves assigning and reviewing work of staff; providing guidance and direction as needed; and providing training and staff development opportunities. Reviews the work of staff to ensure proper and consistent enforcement of parking enforcement ordinances. Prepares reports of statistical data, program activities, and other program related information. Engages in parking enforcement work as needed. Work is performed under the general supervision of the Parking Enforcement Supervisor.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Assigns and schedules work of parking enforcement officers. Ensures adequate staffing coverage for shifts.
- Trains new staff; and provides guidance, direction and feedback to current employees. Reviews the work of subordinates; evaluates performance; and recommends promotion and disciplinary actions,
- Authorizes the booting and towing of cars.
- Maintains and reviews statistical data on staff activities, citations issued, etc; prepares productivity reports. Makes recommendations regarding policy and procedural changes. Assists in the preparation of the annual program budget.
- Responds to and investigates complaints regarding parking violations and related citations. Investigates complaints against subordinate staff. Resolves complaints and inquiries that cannot be resolved by subordinate staff. Participates in the process of voiding issued citations.
- Performs meter money collections, meter repairs and other ordinance enforcement duties as required by workload or staffing needs.
- Provides assistance to and collects monies from citizens who come to the office to pay tickets. Answers questions regarding parking ordinances and laws. Prepares and sells a variety of parking permits.
- Enters parking citations information into the City's automated system. Completes paperwork, records and reports regarding citations issued, patrolling activities, etc.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Thorough knowledge of the City and State parking ordinances, laws and regulations pertaining to the City limits.
- Considerable knowledge of the principles and practices of supervising staff.
- General knowledge of the layout and geography of the City.

ASSISTANT PARKING ENFORCEMENT SUPERVISOR

Physical Requirements:

- Ability to operate a variety of office equipment to include computers, telephones, and copying machines.
- Ability to operate a City vehicle to patrol the City in search of parking violations.

Language Ability & Interpersonal Communications:

- Ability to plan, supervise and evaluate the work of subordinate staff.
- Ability to communicate and effectively work with citizens regarding parking ordinances, regulations and parking violations.
- Ability to read and follow oral and written instructions. Ability to write in order to convey information, prepare program productivity records, to prepare special parking permits, and to record information concerning patrol routes and ordinance violations.

Environmental Adaptability

- Work is regularly performed outdoors which requires ability to work in varying weather conditions.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires graduation from high school or equivalent. Requires a minimum of 3 years of experience performing parking enforcement duties; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Valid driver's license.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.