

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: PARKING ENFORCEMENT SUPERVISOR

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification plan and manage all activities in the Parking Enforcement division of the Public Services Department. Also performs responsible work in support of the Department Director overseeing all department activities and projects. Work involves scheduling, assigning and evaluating parking enforcement activities. Supervises parking enforcement staff directly or through a subordinate supervisor. May supervise other department employees of all classes. May serve as acting Public Services Director as assigned. Receives general direction from the Public Services Director.

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.

- Provides support and performs special projects for the department director in all department divisions and functions as assigned.
- Manages the daily operations of the parking enforcement program.
- Develops budget recommendations for the parking enforcement program and maintains budget analysis. Assists in the development of parking enforcement ordinances.
- Directly, or through a subordinate supervisor, supervises the work of administrative support staff and parking enforcement officers in all program activities. Provides technical direction and training, reviews and evaluates work of subordinates.
- Performs a variety of administrative duties associated with managing the parking enforcement program, reviewing and reporting on program activities, actions and accomplishments.
- Investigates and identifies reasonable solutions for complaints regarding parking violations and related citations that cannot be resolved at a subordinate level.
- Represents the City before community groups and other agencies in matters regarding parking enforcement.
- Prepares officers for court appearances on matters regarding parking enforcement and animal control.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Thorough knowledge of the City and State parking ordinances, laws and regulations.
- Considerable knowledge of the principles and practices, policies and procedures governing the scheduling and reporting of program activities.
- General knowledge of the principles and practices of supervision.

PARKING ENFORCEMENT SUPERVISOR

- General knowledge of the layout, legal boundaries and geography of the City.

Physical Requirements:

- Ability to operate a variety of automated office equipment including personal computers.

Language Ability & Interpersonal Communications:

- Ability to effectively plan, supervise and evaluate the work of subordinates.
- Ability to communicate effectively with citizens, individually and in groups, and other agencies regarding department programs and activities.
- Ability to read and follow oral and written instructions. Ability to write program productivity and status reports, performance evaluations and information for presentation.
- Ability to read and interpret ordinances, regulations and other related documents pertaining to parking enforcement and animal control.

Environmental Adaptability

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

ACCEPTABLE TRAINING AND EXPERIENCE

Requires an Associates degree in a relevant field, (Bachelor's degree is preferred) plus 6 - 9 years of progressively responsible experience in parking enforcement in a supervisory position; 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 Americans 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.