

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PARKING CONTROL OFFICER

BASIC FUNCTIONS:

Under direction of the Manager, Fiscal Services, organize, coordinate and oversee the operations, activities, and functions of the District's parking control program; interview, select, train, assign work, supervise, schedule and evaluate assigned student workers; monitor campus grounds and direct safety and emergency response services to the appropriate area; collect and account for parking fees and citations.

REPRESENTATIVE DUTIES:

Organize, coordinate and oversee the operations and activities of the District's parking control function including the issuance of parking permits, patrol of parking areas, and processing of violations, citations, and student transcript holds.

Interview, select, train, supervise and evaluate the performance of student workers involved in parking control operations; schedule, assign and review work.

Patrol campus grounds and facilities during special events and as assigned; issue parking citations; report criminal and/or unusual occurrences to the proper authorities; report accidents and summon emergency medical assistance as needed; notify the administrator on duty of noteworthy events.

Interpret, apply, explain and apply rules, regulations and procedures related to parking control operation; resolve problems related to parking control services.

Schedule and dispatch student parking control attendants to assure proper coverage of parking facilities; maintain radio contact and report incidents or problems according to established procedures.

Receive monies for payment of parking permits and citations; authorize and release holds on student records; issue parking passes to campus visitors as appropriate; prepare and maintain records and reports, using microcomputer equipment.

Implement procedures regarding student record holds, citation payment and problem incidents; assist in developing parking control policies.

Prepare and maintain a variety of records and files, such as records of parking citations, permits, student records holds, and work schedules; compile information and prepare various reports related to the issuance of parking permits and citations, accidents and other traffic and parking related incidents on campus.

Direct, schedule and participate in traffic control for special events on campus; assure proper placement of signage, cones and student parking control assistants to assure efficient traffic flow and direction to parking areas.

December 1998

Communicate with District personnel regarding scheduled special events and activities on campus which require traffic and parking control measures; plan, organize and coordinate staff activities and schedules as necessary.

Operate office equipment including typewriter, microcomputer, computer terminal, printer, calculator, copier, two-way radio and battery-powered carts.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Rules, regulations and procedures related to parking control.
- Principles and practices of training and providing work direction.
- Traffic control practices and techniques.
- Basic motor vehicle laws and regulations.
- Local law enforcement and emergency response agencies.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Recordkeeping techniques.
- Operation of a computer terminal and office equipment.
- Modern office practices, procedures and equipments.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Coordinate and oversee the operations, activities and functions of a community college parking control program.
- Collect and account for parking fees and fines for parking violations.
- Organize and coordinate parking and traffic control for special events on campus.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Interview, select, train, assign work, supervise, schedule and evaluate student workers.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by college coursework in business administration, criminal justice or related field and two years of clerical experience which included public contact, office management and financial record-keeping.

WORK ENVIRONMENT: Duties are performed in an indoor and outdoor environment. The employee regularly is exposed to adverse weather conditions and a variety of emergency situations. The employee is occasionally exposed physically or mentally abusive individuals. Employees could be assigned to work evening, weekends and holidays.

PHYSICAL DEMANDS: Must sit, stand and walk for long periods of time; use hands to finger, handle, or feel objects, a keyboard or other office machines, tools or controls; reach with hands and arms; speak clearly and distinctly to provide information to students and over a two-way radio; and hear and understand voices over radio, telephone and in person and see to read normal print and observe parking lots; and lift, carry and/or move objects weighing up to 25 pounds.