

PARKING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for enforcing a village parking ordinance in zoned parking areas and for directing traffic during specific events. The work is performed with some leeway for independent action within the bounds of specific instructions from the Village Board, under whose supervision the incumbent works.

TYPICAL WORK ACTIVITIES:

- ◆ Makes rounds of zoned parking areas to find out whether vehicles are parked illegally;
- ◆ Issues summonses for parking violations at zoned sites and records their issuance;
- ◆ Records fines paid and periodically reports those that remain unpaid;
- ◆ Assists with traffic and crowd control at specific events;
- ◆ Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of parking ordinances; working knowledge of the New York state Vehicle and Traffic Code; ability to deal with people in a firm but friendly manner; ability to make use of basic first-aid methods; good general intelligence; good powers of observation; good communication and social skills; integrity; and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma.
- b) Be willing and able to pass a background check and a drug screening.