

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Parking Enforcement Officer I and II
DEPARTMENT: Planning and Community Development
REPORTS TO: Assistant Community Development Director

SALARY GRADE: 9 & 10
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Responsible for the enforcement of parking laws and regulations including maintains orderly parking in the community and ensuring all vehicles are registered properly.

ESSENTIAL JOB FUNCTIONS:

Patrols the City for the purpose of observing parking violations using a motor vehicle, bicycle, and on foot.

Investigates complaints of parking violations and issues citations and/or warnings for parking violations.

Arranges for vehicles to be towed or booted, as necessary.

Testifies in court cases concerning citations.

Prepares and completes reports and correspondence concerning parking enforcement activities. Prepares documentation for presentation of parking enforcement issues, as required.

Recommends changes to the City's parking rules and regulations.

Performs other departmental inspections, issues orders and citations, as necessary.

Represents the City at meetings with citizen groups and organizations.

Responds to questions relating to parking regulations and enforcement.

Completes special studies as assigned.

Prepares educational materials relating to parking enforcement.

IMPORTANT JOB FUNCTIONS:

Assists the Police Department in special assignments/details as requested.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Handheld Ticket Writer Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

At the Level I:

High School Diploma or equivalent; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

At the Level II:

High School Diploma or equivalent; or,

Two to three years of progressively responsible related experience, or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Parking laws, regulations and ordinances and other pertinent codes and regulations administered by department.

Proper parking enforcement and inspection methods.

Legal procedures involving enforcement of parking laws, regulations and ordinances.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to interpret parking laws, regulations and ordinances and to apply requirements to appropriate situations.

Ability to establish and maintain effective working relationships with a variety of people.

Ability to operate communication devices consistent with operating procedures and protocol.

Ability to maintain records, logs and files.

Ability to work a rotating and flexible work schedule as required.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.