



City of Pacific Grove
Established Date: 12/18/2013

PARKING ENFORCEMENT OFFICER

SUMMARY: Under basic supervision, patrols the City's downtown areas to enforce the City's vehicle parking regulations for the Pacific Grove Police Department (PGPD); provides a variety of support, and customer service duties as assigned.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Patrols the City's downtown areas to enforce vehicle parking regulations.
- Writes tickets for parking violations, and enforces local laws and Municipal Code within scope of authority.
- Testify as required.
- Empties parking meters of money deposited, and processes collections according to PGPD procedures.
- Assists residents and visitors; reports problems and emergency situations.
- Reviews citation records and compiles data for reports.
- Assists with traffic control duties as assigned.
- Maintains assigned vehicle and equipment according to Department standards.
- Participates in a variety of special projects as directed.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND one year of clerical experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Basic vehicle parking rules and regulations.
- Geography, roads, and landmarks of City and surrounding areas.
- Principles of basic report preparation

Skill in:

- Dealing tactfully and courteously with the public.
- Following verbal and written instructions.
- Communicating effectively verbally and in writing.
- Maintain accurate records and prepare clear and concise reports

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed outdoors.