

CITY OF SOLANA BEACH
PART-TIME
PARKING CONTROL OFFICER

DEFINITION

Under general supervision, conducts patrols to enforce parking laws and regulations; performs related duties as required and works intermittently as assigned.

CLASS CHARACTERISTICS

Positions assigned to this class are characterized by the responsibility for conducting routine parking enforcement duties. Incumbents report directly to the Director of Public Safety/ Deputy Fire Chief.

EXAMPLES OF DUTIES

- ◆ Conduct patrols in an assigned vehicle, bicycle, or on foot to identify violations of parking laws. Issue citations for violations and make court appearances as required.
- ◆ Responds to public inquires and/or complaints regarding vehicles in violation of parking laws; takes appropriate corrective action.
- ◆ Provides information to the public regarding City Codes and Parking-related laws and ordinances.
- ◆ Ensures assigned vehicle or bicycle is serviced and maintained.
- ◆ Assists Code Compliance Department with investigations.
- ◆ Consults with City staff, law enforcement and fire agencies.
- ◆ File and maintain parking / code related cases.
- ◆ Provides vacation and temporary relief as required and performs other related duties as assigned.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- ◆ One year experience in parking enforcement or other related work with extensive public contact involving enforcement of established standards or requirements. Municipal experience is desirable.

Education:

- ◆ Graduation from high school or equivalent.

Knowledge and Abilities

Knowledge of:

- ◆ Municipal ordinances and state laws pertaining to assignments.
- ◆ Principles of record keeping and reporting.
- ◆ Appropriate parking enforcement safety precautions and procedures.
- ◆ Principles and practices used in dealing effectively with the public.
- ◆ Modern office practices, methods, and computers, and computer software including Microsoft Word and Excel.
- ◆ Safe driving and cycling principles and practices.

Ability to:

- ◆ Enforce codes and regulations with firmness and tact, and use common sense and good judgement in assessing situations.
- ◆ Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- ◆ Maintain logs, write simple reports and correspondence, and prepare documentation of actions.
- ◆ Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.
- ◆ Work independently in the absence of supervision.

- ◆ Operate a vehicle observing legal and defensive driving practices.
- ◆ Ride a bicycle and observe legal and defensive cycling practices.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Understand, interpret and follow oral and written instructions.
- ◆ Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- ◆ Operate a computer and other relative office equipment.

Special Requirements

- ◆ Possession of a valid Class 'C' California driver's license with a satisfactory driving record.
- ◆ Possession of a PC 832 certificate is highly desirable.
- ◆ Availability to sit, stand, walk, kneel, stoop, squat, ride a bicycle, operate a vehicle, lift 25 lbs., work weekends and/or flexible work schedule, and be exposed to the outdoors.

[City of Solana Beach](#)

[Associated Benefits](#)

[General \(MISC\) Unit MOU](#)