

PARKING OFFICER

Position Information

Full-time, permanent (probationary) position.

Salary Range

\$2,456 - \$3,682 mo. Commensurate with knowledge, skills, and experience.

Responsibilities

Issue parking citations in parking lots, structures and the core of campus for vehicles in violation of University parking rules and regulations. Work special events during and after normal work hours performing all necessary duties for the event. Assist at special events by posting and picking up signs, cones, flares and electrical signs, and direct traffic in and around parking areas. Provide general information to public and issue temporary permits as needed, either in the booth or on patrol. Patrol parking lots and the parking areas immediately on or adjacent to the campus, report incidents or evidence of vandalism or malicious mischief. Provide pedestrian and vehicle traffic control on campus as required either for special events or emergency situations. Make and set up signs for VIP guests or events, empty pay permit machines, provide necessary escorts and/or service as needed.

Knowledge, Skills & Abilities

Knowledge of and/or the ability to learn how to use applicable parking-related equipment and automated systems is essential. Knowledge of applicable procedures and regulations related to parking and traffic control. Knowledge of campus layout and parking facilities and the ability to act and resolve parking and traffic problems. Ability to write standard parking incident reports in a clear and concise manner and working knowledge of applicable radio systems. Must have the ability to observe and recall details and incidents, as well as detect and respond appropriately to potentially hazardous situations. Ability to appropriately handle parking monies received and ability to handle sensitive situations with tact and confidentiality.

Experience and Education

High school diploma or equivalent plus three to six months related experience.

Specialized Requirements

Ability to lift up to 50 pounds, stand and have repetitive arm movement for long periods of time and exposure to car and flare fumes. Must possess a valid California Driver's License.

Specialized Skills

Prior experience in issuing parking citations, providing parking and traffic control and working with law enforcement preferred.

Application Procedures

To apply for this position, please click on the "Apply Now" button on this page. You must submit your application by clicking on the "Submit" button. Review of applications will begin on Tuesday May 1st, 2007, position will remain open until filled. If you need assistance completing your application there are instructions available on line at <http://bfa.sdsu.edu/ps/bulletin.html>. Applicants with disabilities requiring special attention and/or interview arrangements may call (619)594-7099. EM

Equal Employment Opportunity

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