

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISIED 5/21
SUBJECT Student Parking Enforcement Supervisor	RANK x514	GROUP IV

DEFINITION:

Under general supervision of a Manager/Supervisor, a student usually performs the following duties:

- (a) Checks vehicle compliance to all parking rules and regulations for the campus.
- (b) As necessary, write citations for violations.
- (c) Maintains records of citations issued.
- (d) As required, attend Parking Appeal Board hearing and Student Disciplinary hearings.
- (e) Reports parking and maintenance operation problems.
- (f) As directed, perform special enforcement assignments for programs, events or problem areas.
- (g) As directed, monitor accessing and exiting vehicles to ensure proper fee collection.
- (h) As directed, assist in regulating entrance and exiting of vehicles to ensure proper fee collection.
- (i) As directed, supervise and monitor the enforcement activities of Student Parking Enforcement Aide(s) and Assistant(s). Particular attention should be placed on adherence to policies, productivity and integrity of Student Parking Enforcement Aide and Assistants.
- (j) Assist, as required, with the scheduling of Student Enforcement Aides and Assistants to ensure coverage of parking facilities.
- (k) Performs related duties as assigned.

BASIC QUALIFICATIONS:

Requires two (2) years of experience in the area of parking enforcement. Possession of a valid driver's license, strong interpersonal skills, and understanding of the importance of fair and equal enforcement of the Parking Rules and Regulations. Capable of making independent decision making. Must be able to provide direction and leadership to Student Enforcement Aides and Assistants. Ability to assess situations and anticipate

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outcomes, giving attention to equal rule enforcement, fairness and courtesy to parking users.

Willingness to work outside in inclement weather. Position requires a significant amount of walking and standing.

QUALIFICATIONS FOR STARTING AT STEP B:

Same as above, plus an additional year of experience either in parking enforcement and at least twenty hours of Criminal Justice course work. Course work in Psychology or Sociology may be an acceptable substitution, but requires the approval of the Director of Parking Services.