Head Parking Services Officer

Job Code 50022735

**General Description**
Responsible for scheduling and supervising staff and overseeing the operations of traffic control booths, parking enforcement, customer complaints, reserve parking assignments, security throughout campus, motor assists, and found property.

**Examples of Tasks**
Supervise and manage staff.
Monitor special events.
Explain current parking regulations, general information, enforcement, and appeals processes.
Make and attend presentations.
Supervise use of equipment, vehicles, parking booths slim jims, jumper cables, radios, flashlights, time clocks.
Perform other duties as assigned.

**Knowledge, Skills and Abilities**
**Knowledge of:** Traffic, safety and parking regulations, procedures for documenting evidence, basic vehicle mechanics.

**Skill in:** Preparing reports and logs, working as a team member, interacting with hostile individuals, making decisions, supervising staff, establishing rapport.

**Ability to:** Understand written instructions, policies and procedures, record distance and time, explain issues and problems, explain policies and procedures, perform duties under adverse conditions.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

**Other Requirements**
Must possess, or be able to acquire Texas CDL Class “C” driver’s license.