



ALLENTOWN PARKING AUTHORITY

PARKING ENFORCEMENT OFFICER

The mission of the Allentown Parking Authority is to operate, monitor, and maintain convenient and accessible parking facilities and on-street parking opportunities within the City of Allentown. The Allentown Parking Authority works to balance the parking needs of residents, employees, business and property owners, and visitors while enforcing parking ordinances and providing appropriate access to parking.

The **Parking Enforcement Officer** is an **Essential Employee** who performs a variety of duties to enforce various parking ordinances. This position has a responsibility to the community to treat everyone with respect and fairness with customer service being the number one priority. The Parking Enforcement Officer reports directly to the Manager/Supervisor of Enforcement.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Answers questions regarding parking, directions, or similar issues
- Under supervision, patrols regularly assigned areas and responds to complaints
- Checks unmetered, limited time and restricted parking zones for parking violations
- Issues parking violation notices for vehicles illegally parked
- Escorts City Street cleaner during Street Cleaning season
- Performs other duties as assigned and/or as conditions warrant, observes rules
- Practices on quality of work, personal conduct, and safe, effective, and courteous service to the public and community.

HOURS OF WORK – Various Shifts Needed

REQUIRED SKILLS / ABILITIES

- Employee must be able to work under limited supervision and must be responsible, self-motivated, and self-disciplined.
- Employee must be able to observe established rules and regulations.
- Employee must be able to present him/herself to the public in a professional and courteous manner even (and especially) in stressful situations.
- Employee must be able to learn Parking Enforcement Regulations for the City of Allentown.
- Employee must be able to learn the geography of Allentown in addition to giving accurate directions to citizens and visitors.
- Employee must be able to organize and complete assigned tasks with attention to detail.
- Employee must be proficient with Microsoft Word or related software for recordkeeping.
- Employee must be proficient in the use of technical smartphone / handheld devices.
- Employee must be able to communicate effectively in English both orally and in writing.
- Employee must have a valid PA driver's license.

- Employee must have a high school diploma or GED.
- Employee must be able to ride a bicycle and pass a bicycle certification course.
- Employee must be able to walk 4 to 8 miles a day, sometimes over uneven terrain, bend and stoop multiple times a day, and lift up to 35 pounds.
- Employee is required to operate motor vehicles in all weather conditions.
- Employee is an **essential employee** and is required to report to work and work outside in all weather conditions.

STARTING PAY RATE: \$21.00 PER HOUR

(\$0.50 increase and generous benefits package upon completion of 90-day introductory period)

The Allentown Parking Authority is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.

Print Name: _____ Date: _____

Signature: _____