**PARKING ENFORCEMENT OFFICER-**

**TOWN OF BLOOMSBURG**

**POLICE DEPARTMENT**

**Definition:**

This is a full-time position, forty hours a week, with the possibility of over-time. This job is a safety sensitive position. The parking enforcement officer for the Bloomsburg Police Department is to enforce all parking violations in the Town of Bloomsburg. This person interacts with the Chief of Police, Police Officers, Law Enforcement Administrative Assistants, Clerks and the general public and must be able to retain composure when dealing with violators and explain the validity of said violation.

This person reports to and is supervised by the Chief of Police.

**Typical Examples of Work:**

1. Enforce all parking violations and issue tickets.
2. Look for malfunctioning meters.
3. General repair of meters/mechanics.
4. Replacement of broken meters and reporting of damaged posts to Public Works Dept.
5. Record and process tickets.
6. Monthly collection of money from parking meters and transfer of coins to bank for processing.
7. Issue tickets to violators during street sweeping/snow removal/leaf collection periods.
8. Follow up on citizen complaints of issues with meter timing.
9. Enforcement of parking complaints on private and public property.
10. Issue parking permits. Assist as needed in processing tickets, answering phones and other clerical work as required by Chief of Police.
11. Other duties as assigned by the Chief of Police or designee.

**Required Knowledges, Physical Demands, Skills and Abilities:**

Ability to withstand all weather conditions.

Ability to walk long distances for long periods of time.

Ability to establish and maintain effective working relationships with associates and the public while possessing a positive attitude.

This employee should be able to operate a computer, smart phone and calculator.

Should keep abreast of all current events in the town in order to answer questions from the public.

Should possess basic mechanical aptitude.

Ability to perform basic arithmetic calculations.

Ability to understand and follow oral and written instructions.

Ability to read and interpret laws, ordinances and case law related to parking enforcement.

Ability to transfer information accurately from one source to another.

Ability to testify in court proceedings at the Minor Judiciary and Court of Common Pleas levels.

Ability to operate a Town owned vehicle safely and without history of frequent, repetitive or serious traffic violations.

Maintain a professional appearance and deportment representative of the standards of the Town.

**Minimum Experience and Education:**

High School Education or equivalent and possess a valid Pennsylvania driver’s license.

Shall have no criminal record of a misdemeanor level 2 or above that would preclude employment in law enforcement.

Experience in a field related to law enforcement, security, corrections; or a field demonstrating the need for strong customer/client interaction skills is desirable; but, not required.

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