



Senior Parking Enforcement Officer, Auxiliary Services Job Description

JOB INFORMATION

<i>Job Code:</i>	143055
<i>Job Title:</i>	Senior Parking Enforcement Officer, Auxiliary Services
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Auxiliary Services
<i>Job Family Group:</i>	Auxiliary Services 1
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Supports parking enforcement leadership in actively monitoring the usage of assigned parking facility(s) and interacting with parents, staff, visitors and vendors. Patrols assigned areas and issues tickets to overtime parking violators and illegally parked vehicles.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Knowledge of applicable parking enforcement regulations.
X		Proven organizational skills. Excellent written and oral communication skills.
X		Excellent written and oral communication skills.
	X	Experience in parking enforcement in a university environment.
	X	Proven leadership ability.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Knowledge of and experience with T2 Systems.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Campus Response Team (CERT) certified.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads the enforcement team in the patrolling of assigned areas assigned, by vehicle or on foot, to ensure compliance with existing parking ordinances, departmental and university policies. Maintains close communications with subordinate officers and dispatching staff, using two-way radios or cell phones. Leads subordinate enforcement officers in supporting special events by appointing traffic control positions, coordinating structure counts and tracking activities, and assigning LPR enforcement equipment and locations as required.				
Trains, schedules, assigns, and prioritizes workloads of subordinate staff as directed by department manager. Conducts shift briefings and provides instructions. Prepares tools, resources, and tests enforcement LPR and mobile equipment to ensure functionality. Reports all equipment failures to manager or directly to vendor, as needed. Removes vehicle boots and processes appropriate paperwork as directed by management. Ensures all staff is in proper uniform and follows appropriate dress code guidelines. Ensures clock in and out occurs on time and follows proper meal/rest period policies. Assists upper leadership/management with all Emergency Operation preparation and training.				
Enforces parking regulations by issuing citations and administering vehicle boots as necessary. Responds to and makes radio dispatch calls regarding parking violations and complaints. Writes warnings and citations for illegally parked vehicles. Issues citations and warnings for non-compliance with a computerized hand-held computer. Impounds, boots or relocates vehicles as directed.				
Oversees the collection and security of money received through parking meters, multi-space machines, pay-on-foot technology and any other means of collecting parking revenues and fees. May open and close department. Ensures department is neat and orderly.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
Yes	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.