



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

PARKING ENFORCEMENT SUPERVISOR (Job Code #\_\_\_\_\_)

\$4,980.17 - \$6,078.76 Monthly

| THE CITY OF CULVER CITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |
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| <p>Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |
| HOW TO APPLY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |
| <p>Complete application materials, including copies of relevant degrees and/or certificates, must be submitted to the Human Resources Department <b>by 5:00 p.m.</b>, _____. Applicants may download a City application at: <a href="http://www.culvercity.org/jobs">www.culvercity.org/jobs</a> or obtain an application from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.</p> <p>Individuals that submit incomplete application materials may not receive full consideration for the position. E-mailed or faxed application materials will not be accepted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |
| THE POSITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |
| <p>The Parking Enforcement Supervisor is a civilian supervisor that is responsible for coordinating the day-to-day work activities associated with parking enforcement and school pedestrian safety. The incumbents of this classification require and receive minimal supervision, and function within general procedural and policy limits.</p> <p>As the supervisor of Parking Enforcement Officers and Crossing Guards the position is responsible for overseeing work performance and training along with scheduling work assignments of those subordinate employees. Additionally, the position coordinates and schedules parking Citation Hearings; resolves complex technical and procedural issues through their understanding of the laws governing parking enforcement; and coordinates legal and fee updates related to parking meter rates and parking enforcement including local, state and federal regulation mandates. The position also reviews and responds to contested parking citations including courteously and tactfully assisting the public with parking enforcement information of a non-routine nature. The Parking Enforcement Supervisor also supervises parking meter collection by planning, scheduling, and assigning collection routes; monitoring meter collection money counts; and arranging for the deposit of collected monies. Other areas of responsibility include overseeing contract services in relation to the parking enforcement program and acting as a liaison for the Police Department on city-wide and multi-jurisdictional parking related working groups, meetings, and organizations.</p> |            |
| MINIMUM REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| <p>Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: High school graduation or equivalent and three (3) years of responsible work experience in a law enforcement environment issuing parking citations and processing parking regulation issues plus two years experience providing responsible administrative staff assistance. One (1) year supervisory or lead worker experience is desirable. An Associate of Science degree in Criminal Justice, Business or Public Administration, or related field is desirable.</p> <p><b>License and Certification:</b> Possession of a California Class C driver license.</p> <p><b>Work Schedule/Availability:</b> Must be available and willing to work rotating shifts, nights, weekends and holidays as needed. This position works a 4/10 schedule.</p> <p><b>Notes:</b></p> <p>1) Applicants <u>may</u> be disqualified for any of the following reasons: a conviction record, and/or negative employment references.</p> <p>2) A conviction shall include a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court.</p>                                                                                                                                                                                                                                                                                                                                                               |            |
| EXAMINATION PROCEDURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |
| <p>Applicants must receive a passing score on all examination components in order to be placed on the eligible list.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |
| COMPONENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | WEIGHT     |
| • <b>Written Examination:</b> To measure writing ability, customer service, technical and supervisory skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 30%        |
| • <b>Counseling Exercise:</b> To demonstrate supervisory skill and ability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 40%        |
| • <b>Appraisal Interview:</b> To evaluate training, experience and personal qualifications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 30%        |
| • <b>Background Investigation and Polygraph:</b> To determine suitability for the position of Parking Enforcement Supervisor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | QUALIFYING |
| • <b>Psychological Screening &amp; Medical Examination:</b> Standard exams to determine suitability for the position of Parking Enforcement Supervisor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | QUALIFYING |

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

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