

## **CITY OF BURBANK**

### **PARKING CONTROL SUPERVISOR**

#### **DEFINITION**

Under general direction, to supervise the daily activities of Parking Control Officers and Crossing Guards; to assist in the public relations activities of the department; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises, trains, and evaluates employees; directs and assigns work relating to the parking control and crossing guard functions; determines need for services; inspects work stations to observe and evaluate performance; handles public relations and investigates complaints; maintains time records and logs; prepares a variety of reports; may occasionally perform the duties of Parking Control Officer or Crossing Guard; makes effective recommendations regarding hiring, promotions, and transfers; recommends effective disciplinary action as needed, up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – Rules and regulations of Police Department and State and Municipal Codes relating to traffic and parking; the principles and practices of sound personnel management and supervision.
- Ability to - Analyze situations and respond with a reasonable course of action; explain parking regulations and departmental policies; supervise the work of others in scattered locations; maintain accurate reports; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Two years of experience in the enforcement of parking regulations.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.