

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PARKING ENFORCEMENT SUPERVISOR

DEFINITION:

Under direction, to supervise the work of a group of Parking Enforcement Officers engaged in patrolling assigned geographic areas; to investigate and resolve complaints; and to perform related work.

* EXAMPLES OF DUTIES:

- Prepares work schedules to ensure adequate coverage for routine and emergency situations;
- Selects, assigns, and rates the work performance of Parking Enforcement Officers;
- Investigates citizen complaints and recommends appropriate action;
- Prepares written responses to route slips;
- Reviews citation dismissal recommendations for appropriateness;
- Trains subordinates on the issuance of parking citations, Municipal and California Vehicle Code provisions, police radio use and scooter operation;
- Reviews and makes recommendations on vehicle impound procedures and reports; Checks citations written by Parking Enforcement Officers; issues citations for Violations of parking control ordinances;
- Answers questions and gives information to the public;
- Checks vehicle, parking citation and registered owner information via computer; Inspects uniforms and scooters;
- Prepares daily reports;
- May testify in court.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience as a City of San Diego Parking Enforcement Officer I or II; **OR** one year of experience as a City of San Diego Parking Enforcement Officer I or II; **AND** one year general supervisory experience which must include responsibility for assigning, reviewing, and evaluating employee work performance, **OR** one year public contact experience which must include sensitive, adverse, or confrontational contact with the public as a primary job function. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.