

**CITY OF SYCAMORE
JOB DESCRIPTION**

Date Approved: January 2018

Position Title: Part-time Parking Meter Officer

Group: Police Department

Reports to: Support Services Sergeant

FLSA Status: Non-Exempt; represented by AFSCME Local 3957

JOB SUMMARY

The position of Parking Meter Officer is assigned to the Police Department. This is a part-time position, 15 – 20 hours per week. The Parking Meter Officer is responsible for patrolling a foot beat and monitoring parking primarily in the downtown business district. There is extensive contact with the general public. This position requires constant attention and commitment to the mission and policies of the Sycamore Police Department. All related and assigned duties are to be performed in an efficient and effective manner. The job holder must conduct himself/herself in a manner, both on and off duty, which supports the highest standards of the law enforcement profession and does not bring disrepute to, or unnecessarily endanger the public's trust or confidence in this agency or its members.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cite parking violators.
- Patrol the downtown business district.
- Collect and deliver fine money and paperwork.
- Maintain and repair parking meters.
- Interact with the public as a representative of the Police Department.
- Crossing Guard duty substitution occasionally
- Work special events when needed

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of principles, practices, and procedures of cities and the operations of modern police departments.
- Ability to exercise good judgment.
- Ability to work cooperatively with the public and other employees.
- Ability to understand and follow oral and written instructions.
- Willingness to learn and expand abilities.
- Ability to work independently, without direct supervision.
- High level of problem solving abilities.
- Ability to walk great distances.

- Good written and oral communication skills.

MINIMUM QUALIFICATIONS REQUIRED

Education:

- High School graduation or equivalent is required.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate. Mental alertness is important due to the need to effectively communicate and interact with the public and make important decisions concerning the application of parking ordinances.