DATE: AUGUST 21, 2020

TO: ALL DEPARTMENTS

FROM: RON E. PHILLIPS, AIRPORT DIRECTOR

SUBJECT: JOB OPENING – PARKING CONTROL OFFICER/PUBLIC WORKS

There is an open position in the Public Works Department/Airport Division for a Parking Control Officer. If a current city employee does not fill this position within ten (10) working days, it will be open to the public on 9/21/2020.

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB

Under general supervision, is responsible for clerical tasks of routine difficulty related to computing charges, receiving monies, and making computer entries; performs custodial duties; is responsible for security work of routine difficulty; performs other related work as required.

EXAMPLES OF DUTIES

Computes charges or fees and receives money from the public, which involves making computer entries; issues receipts; sorts and counts till; maintains accurate records of fees collected; makes rounds of buildings, parking lots, and grounds; checks into and reports all unusual activity in area; contacts Administrative Staff or Police Department in case of emergency; checks and secures doors and gates; checks for and reports fires; turns on security lights; may perform general custodial work.

MINIMUM QUALIFICATIONS

Training and Experience

High School Diploma or its equivalent, and at least one year of work involving receiving and disbursing of cash.

Knowledge, Abilities, and Skills

Knowledge of basic mathematics; knowledge of basic computer skills; ability to make quick, simple calculations; ability to make change; some knowledge of safety procedures; ability to understand and follow oral and written instructions; ability to deal courteously and effectively with others in complex and controversial situations; some working knowledge of hand-held police radio.

LICENSES AND CERTIFICATES

Possess and maintain a valid Louisiana State driver’s license; acceptable driving record; possession of a Louisiana handgun permit may be required but is not necessarily a requirement of this position. Certification may be required in the future with reasonable time given to do so.

Americans with Disability Specifications: The physical demands described here are an indication of what 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 job duties/functions.