

# San Diego Community College District

## NANC JOB DESCRIPTION

**Title:** Parking Assistant

**Unit:** Non-Academic/Non-Classified Service

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**Job Code:** N1610

**Original Date:** 02/2013

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

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### **FUNCTION:**

Under direction of an assigned supervisor or manager, enforce District rules and regulations concerning use of District parking; provide traffic direction as needed; and give directions and provide assistance to students, faculty, and visitors.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of District and campus rules and regulations regarding parking; parking enforcement methods; traffic laws, CVC, and vehicle control procedures; and use of hand-held 2-way radios. Ability to provide automotive lockout and jump-start services; communicate directions and information to the public; enforce pertinent parking laws, rules, and regulations with tact, firmness, and diplomacy; read, write, and speak English; understand and follow oral and written directions; and establish and maintain effective working relationships with others. Experience interacting effectively with diverse groups of people in a positive, helpful manner.

### **TYPICAL DUTIES INCLUDE:**

- Provide foot and motor patrol of campus parking lots and adjacent campus areas to enforce parking regulations.
- Monitor a variety of issued parking permits and verify that permits are current and valid.
- Issue parking citations/sanctions and warnings as appropriate for violation of parking rules and regulations.
- Prepare reports for non-injury traffic accidents and minor non-traffic injuries or illnesses.
- Assist college police in traffic control and in locating abandoned vehicles.
- Place barricades and stand-by to control parking use at designated locations and for special events.
- Report to supervisor on parking lot conditions, missing signs, malfunctioning parking meters, or other unsafe conditions on roadways and in parking lots.
- Report, via radio, to the dispatch center any unlawful or unauthorized activity occurring in assigned areas.
- Assist with collecting money from permit machines and parking meters.
- Give directions and information to visitors and members of the college community.
- May perform minor repairs on parking meters and ticket dispensing machines.