

JOB DESCRIPTION

Parking Enforcement Supervisor

Definition of Class
This is a supervisory position in which the incumbent enforces the parking/traffic rules and regulations and gives direct oversight to staff involved in issuing parking citations and immobilizing vehicles. Incumbent reports to the Manager of Parking Services.

Examples of Work Performed
Enforces parking/traffic rules and regulations in the Parking and Transportation Department.

Creates and directs staff on daily work assignments.

Oversees assigned staff’s performance and ensures equipment is working properly in the field; addresses personnel issues.

Oversees ticket software and ensures downloads for tickets are done properly.

Assesses and reports sign and paint issues in regards to parking lots or streets to the appropriate university departments.

Tabulates daily individual work production of assigned staff.

Confers with other department supervisors on personnel and work production issues

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Enforces parking/traffic rules and regulations.

2. Oversees assigned staff’s performance and ensures equipment is working properly in the field; addresses personnel issues.

3. Oversees ticket software and ensures downloads for tickets are done properly.

4. Creates and directs staff on daily work assignments.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of
Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).

  **AND**

- **Experience:** Three (3) years of experience related to the above described duties.

- **Licensure:** Must have a valid State of Mississippi driver’s license within first thirty (30) days of employment.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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