



CITY OF ROME NOTICE OF VACANCY

<u>TITLE:</u>	PARKING ENFORCEMENT OFFICER (PART-TIME ONLY)
<u>NUMBER OF VACANCIES:</u>	2
<u>HOURS:</u>	20-30 HOURS PER WEEK
<u>DEPARTMENT:</u>	DEPARTMENT OF PUBLIC WORKS
<u>WORKWEEK/ HOURS:</u>	MONDAY THROUGH FRIDAY (varied shift assignments and varied duration)
<u>HOURLY RATE:</u>	\$ 20.00 /HOURLY
<u>APPLICATION DEADLINE:</u>	MARCH 31, 2025 or until filled.

PARKING ENFORCEMENT OFFICER

This is a part-time position that involves routine foot patrols and is responsible for enforcing City of Rome parking regulations for illegally parked motor vehicles and issuing summons tickets for violations in accordance with City ordinances and regulations. Work is performed under general supervision with general leeway allowed for the exercise of independent judgment in carrying the work performed. This position involves extensive outdoor walking activity in all weather conditions.

PRIMARY WORK ACTIVITY AND DESIRED ABILITIES:

- Walks assigned routes to check for on-street parking and parking lot violations;
- Inspects and determines potential time duration violations of parked cars;
- Marking of parked cars to determine time duration of parked vehicles;
- Provides information to the public concerning the location of public and private parking areas;
- Issues tickets for illegally parked vehicles and for overtime parking violations;
- Ability to communicate effectively with members of the public with courtesy and tact;
- Ability to use sound judgement;
- Ability to follow written and oral instructions;
- Ability to walk and stand for extended periods;
- Ability to work in all weather conditions.

MINIMUM QUALIFICATIONS:

Graduation from high school or GED

The City of Rome is an equal opportunity employer. Applications are available at romenewyork.com or in the Main Lobby at City Hall, 198 North Washington Street, Rome, New York 13440. Applications and resumes should be addressed and forwarded by the date noted above to the attention of Civil Service Commission offices located at: City Hall 198 North Washington Street, Rome, New York 13440.