



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
PARKING LOT ATTENDANT	CLASSIFIED	GRADE: A MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

**JOB DESCRIPTION:**

Under supervision, control access to restricted parking areas following District parking rules and regulations; and perform related work as required.

**SCOPE:**

The Parking Lot Attendant checks cars and motorists for authorized permits to park in area assigned; may monitor lots to ensure space allotment; and directs flow of traffic.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Checks cars and motorists for proper permits; controls access to restricted parking areas.
2. Raises parking access barrier after observing, issuing, and/or verifying valid parking permits.
3. Suggests alternative parking options to those refused access to restricted lots; directs motorists to other lots in the event assigned lot is full.
4. Opens parking lot access at beginning of shift.
5. Issues parking permits to vendors, consultants, contractors, and other short-term parking motorists; assists in the issuance and distribution of long-term permits to motorists.
6. Directs deliveries to loading zones as appropriate.
7. Staples permits to parking brochures.
8. Provides parking information or answers questions regarding the campus.
9. Uses police radio to notify dispatcher of situations requiring police attention; reports parking violations to Community Services Officer or District Police Officer.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Work with the public; communicate effectively in English; observe and clearly see parking permit decals in or on vehicle interiors or exteriors; stand or sit for extended periods of time; follow directions and instructions effectively; operate keypad access code and garage door opener; exercise tact, judgment, and discretion in analyzing and resolving problems; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

**KNOWLEDGE OF:**

District traffic and parking rules and regulations.

**EMPLOYMENT STANDARDS (Continued):**

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Graduation from high school.

*Experience:*

One year experience in a job working with the public. Prior experience as a parking attendant preferred.

**SPECIAL REQUIREMENTS:**

Must be able to see clearly. Position requires ability to stand or sit for extended periods of time.