

## **ASSISTANT HEAD PARKING LOT ATTENDANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for providing assistance to the supervisor of a municipal parking lot system on all matters related to the supervision of subordinate staff and the operation of the system. The work is performed under the direct supervision of higher level supervisory or managerial employees with close review of accounts and payroll records. The incumbent of this position will assist in supervising and handling personnel-related matters affecting subordinate employees.

### **TYPICAL WORK ACTIVITIES:**

1. Assists supervisor in supervision of all subordinate parking lot system staff, including providing recommendations on hiring, scheduling, training and disciplining of staff;
2. Advises subordinate employees on current policies and procedures;
3. Assists in maintaining fiscal records for parking division, including parking receipts, expenditures and other related records;
4. Prepares purchase orders and vouchers for purchasing supplies and maintains record of all purchases;
5. Prepares time and attendance records and payroll records for submission to payroll unit, and distributes paychecks to employees;
6. Interacts with other city departments to resolve problems with accounts, payroll, benefit time and other matters;
7. Resolves parking lot customer's complaints and provides information;
8. Performs varied clerical activities, including filing, unskilled typing of forms and letters, and answering telephones;
9. Acts as Parking Lot Attendant, when needed;
10. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE SKILLS AND ABILITIES:**

Good knowledge of office clerical techniques and procedures; ability to maintain simple accounts and financial records; ability to communicate effectively, both orally and in writing; ability to learn supervisory practices and procedures; ability to type at an acceptable rate of speed and accuracy; thoroughness; accuracy; dependability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of one (1) year (30 credits equals one year) at a regionally accredited or New York State registered college or university;
- OR: (B) One (1) year of clerical work experience;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

### **SPECIAL REQUIREMENT:**

Candidates must indicate ability to type, i.e., a course in typing or typing work experience. A performance test in typing will not be required.

SV9405

ADOPTED: 05/18/89 REVISED: 11/20/89