

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR PARKING ENFORCEMENT SUPERVISOR - 1148

DEFINITION:

Under direction, to supervise the work of subordinate Parking Enforcement Supervisors engaged in supervising the patrol of assigned geographic areas; to investigate and resolve complaints; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares work schedules to ensure adequate coverage for routine and emergency situations;
- Selects, assigns, and rates the work performance of Parking Enforcement Supervisors;
- Investigates citizen complaints and recommends appropriate action;
- Prepares and reviews written responses to route slips, citizen complaints, and disciplinary recommendations for consistency with department policy, procedures, and past practices;
- Prepares, interprets, and analyzes legislative changes to parking enforcement regulations;
- Reviews citation dismissal recommendations for appropriateness;
- Trains subordinate supervisors on the more complex parking enforcement codes and public contact issues;
- Reviews and makes recommendations on vehicle impound procedures and reports;
- Checks citations written by Parking Enforcement Officers;
- Answers questions and gives information to the public and community groups;
- Serves as liaison with community organizations, private businesses, and other City departments to explain City enforcement policies and practices;
- Inspects uniforms and scooters;
- Reviews workload statistics and enforcement statistics;
- Utilizes and coordinates use of a variety of computer and communication equipment involved with every day parking enforcement duties;
- Prepares daily reports;
- Completes special projects and studies as assigned;
- May testify in court.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Three years of full-time experience as a City of San Diego Parking Enforcement Officer I, **AND** one year of full-time supervisory experience; **OR** two years of full-time experience as a City of San Diego Parking Enforcement Officer II, **AND** one year of full-time supervisory experience; **OR** two years of full-time experience as a Parking Enforcement Supervisor with the City of San Diego. Possession of a valid California Class C Driver's License.