

PARKING FEE COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for collecting fees and tickets from patrons using the City parking garage. The work involves collecting money, making change and for the accountability of parking fees collected. The incumbent is also responsible for the general maintenance of the ticket booth and/or parking garage including cleaning, sweeping and related maintenance activities. Work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Retrieves parking tickets from person departing the parking garage and collects fees
and/or monthly permits;

Provides general information related to the parking garage to patrons using the
garage regarding rules, regulations and fee schedules;

Makes general calculations of hours for patrons whose vehicles are parked in the
garage and calculates amounts due, collects fees due and makes change;

Provides monthly receipts for parking stickers;

Prepares report of daily receipts, balances total and makes deposit in the City
Treasurer's Office;

Maintains a written log of monthly permit holders;

Prepares garage to be open to public in morning by doing general clean-up and
starting ticket machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of receipting vehicle parking tickets, and the fees for the
parking garage;

Ability to make change from and account for money collected for parking tickets;

PARKING FEE COLLECTOR – contd.

2

Ability to communicate effectively orally;

Ability to get along well with others and to deal effectively with the public;

Ability to maintain simple records and reports related to the City Parking Garage;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.