



NORTH TAHOE PUBLIC UTILITY DISTRICT
JOB DESCRIPTION

SEASONAL PARKING SERVICES COORDINATOR

GENERAL PURPOSE

Coordinates the staffing and fee collection for parking at various District beach and park facilities. Responsible for the supervision of employees, collection of parking fees, care and maintenance of site area, and issuing of parking citations. Facilities include the Kings Beach State Recreation Area, Coon Street Boat Launch Area, and the North Tahoe Regional Park.

SUPERVISION RECEIVED

Works under the general guidance and direction of the General Manager/CEO, Parks & Facilities Manager and the Chief Financial Officer.

SUPERVISION EXERCISED

Supervision of full-time and part-time seasonal staff assigned to various park and beach facilities.

DISTINGUISHING CHARACTERISTICS

Performs a variety of tasks pertaining to the coordination of staffing and fee collection for parking at various beach and park facilities.

EXAMPLES OF DUTIES (Illustrative Only)

Responsible for collecting parking fees according to District policy at each of the parking kiosks. Collection includes making bank deposits on a timely basis and ensuring proper paperwork and records are performed in accordance with Accounting policy established by the Chief Financial Officer.

Coordinates seasonal employees in staffing kiosks during operating hours.

Assist the public with general information and direction by responding to inquiries regarding the local area and District facilities.

May issue parking citations in an effort to collect parking fees.

Responsible for the general care of site areas that may include picking up miscellaneous trash and reporting maintenance issues or problems to the parks maintenance staff.

Meets regularly with the parks maintenance staff to coordinate operation and maintenance of site.

Assist in preparing various reports.

Perform other duties as assigned.

ESSENTIAL JOB FUNCTIONS

Coordinates the staffing and collection of parking fees at various District beach and park facilities.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic mathematical skills to perform and record fee collection and make banking deposits.

District policy and procedures for processing collection of monies as established by the Accounting department.

Ability to:

Communicate effectively verbally and in writing to the public and District personnel.

Provide direction and motivation to seasonal staff.

Operate motor vehicles safely.

Work under pressure and/or frequent interruptions.

Interact with the public in a courteous and professional manner.

Education and Experience:

- A. Graduation from a high school or GED equivalent.
- B. Two (2) years of related college level training; and
- C. Two (2) years of related experience; or
- D. Any equivalent combination of education and experience, with additional experience substituting for the required college level training or a year for year basis.

Licenses Required:

Possession of a State of California or Nevada driver's license along with a driving record acceptable to the District and the District's insurance carrier.

TOOLS/EQUIPMENT USED

10-key calculator, phone, cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear. The employee is occasionally able to sit and required to walk; climb or balance, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can be loud at times. Employee often works in an outdoor environment.

While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, sun exposure, and fumes from vehicles.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change in accordance with applicable MOU provisions.

Approval: _____
General Manager/CEO

Effective Date: _____

Revision History:

Version: _____

Effective Date: _____