



EMPLOYMENT OPPORTUNITIES

Human Resources Division
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540
www.cityofsouthelmonte.org
EQUAL OPPORTUNITY EMPLOYER



PART-TIME / AT-WILL POSITION
PUBLIC SAFETY OFFICER
(19 Hours per week)
Salary: \$21.16 - \$25.72
APPLICATION DEADLINE: OPEN UNTIL FILLED

DEFINITION

Under direction from the Code Enforcement Supervisor, patrols and enforces the City of South El Monte's street ordinances, parking regulations and code compliance requirements; identifies violations and conducts vehicle abatement; responds to resident requests and complaints; provides traffic and crowd control in the event of accidents; performs other duties as assigned.

ESSENTIAL DUTIES:

Duties may include, but are not limited to the following:

- Enforces parking ordinances; patrols residential, commercial areas, parks and makes checks in response to residents' request; issues citations for violations of parking and stationary traffic violations; tags abandoned vehicles for impound.
- Identifies violations of parking laws including those which pertain to time parking zones, handicapped zones, yellow zones for loading, and other special parking zones; responds to public complaints of abandoned vehicles; administers street sweeping regulations and scheduled activities; issues citations of vehicles violating street sweeping parking violations.
- Coordinates special Public Safety Division functions and safety activities with the Los Angeles County Sheriff and Fire Departments; reports suspicious activity, code violations, and other safety issues to appropriate personnel; assesses status of abandoned vehicles and determines if vehicle should be towed.
- Provides traffic/crowd control for accidents, parades and other special events including non-injury accident investigation; assists with traffic control when there are accidents or other incidents in need; inspects yard sales for required permits.
- Serves as liaison between the community, the City's Public Safety Division and the Sheriff's Department for crime prevention programs.
- Contacts vehicle owners and sends warning notices for vehicle removal; follows-up on abandoned vehicle status; provides information on parking laws to citizens; posts temporary no parking signs for construction, and/or filming.
- Maintains parking citation logs; prepares related written and oral reports as needed sends copies of citations to collection agency.
- Identifies and reports traffic control problems and parking signs in need of repair removes unauthorized signs and banners; informs vendors and peddlers to leave restricted areas.
- Performs related duties as assigned.

JOB QUALIFICATIONS

Knowledge:

- City geography
- Applicable local and county codes, regulations and ordinances governing parking within the City limits
- Vehicle abatement procedures

Competencies:

- Professional/Technical expertise – Is comprehensively knowledgeable of the most current information, theories, techniques, practices, and procedures of the field.
- Legal and Regulatory Navigation – Beyond the technical expertise of the profession, also knows and stays current on the relevant laws and regulations that pertain to the job.
- Action and Result Focus – Stays clear and focused on what is expected or needs to be accomplished.
- Teamwork – Understands one's role on the team and does whatever is needed to make the team a success.
- Customer Focus – Explores options and pursues solutions until customers are satisfied.
- Oral Communication – Shows attention through verbal and non-verbal cues (e.g., eye contact, smiling, nodding, body orientation).
- Writing – Uses correct vocabulary, grammar, sentence structure, spelling, and punctuation.
- Informing
- Attention to detail – Shows a high level of care and thoroughness in handling the details of the job.
- Adaptability – Adjusts quickly to changes in assignments and priorities.
- Safety Focus – Putting safety first for self and others.

- Handling Conflict – Deals with interpersonally or politically challenging situations calmly and diplomatically, diffusing tension.
- Integrity and Ethics – Takes responsibility for his/her actions.
- Using Technology – Proficient with equipment and computer applications used on the job.
- Influencing – Persuades others to consider and adopt a new position or attitude on a topic.
- Gathering and Analyzing Data – Identifies information needed to understand or address an issue.
- Critical Thinking and Problem Solving – Breaks down problems into components and recognizes interrelationships.
- Self-Management – Knows and adheres to policies and procedures.

MINIMUM QUALIFICATIONS

Experience:

Two (2) years' work experience in parking enforcement. Two years of experience can be substituted with an Associate's degree from accredited college in administration of justice or public administration.

Education:

High school diploma or equivalent. Associate's degree in administration of justice or public administration is preferred.

Licenses and Certificates:

- Possession of a valid California driver's license and a satisfactory driving record.
- Post Certificate 8.32 (citation authority class) is preferred.
- May be required to obtain a certification of first aid and CPR training within six (6) months of employment.
- Successful completion of the Powers of Arrest course, which satisfies PC Section 832 (a) of the California Penal Code within six (6) months of employment is preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Required to stand, sit, walk, talk, hear and to use hands to finger, grasp and perform repetitive motions.
- Occasionally lift up to 25 pounds.
- Vision abilities required by these positions are those required to operate City vehicles in patrol operations.
- Repetitive tasks performed for extended periods of time requiring standing, sitting, walking, kneeling, crouching, stooping, and bending, pushing, pulling, and reaching overhead and above shoulders.
- Lift and move up to 50 pounds with assistance.

Working Conditions:

- Work performed at both inside and outside environments.
- Possible exposure to inclement weather conditions including wet and/or humid conditions, heat, fumes, or airborne particles.
- Noise level is occasionally loud in field settings.
- Drive a vehicle to perform City business.

IMPORTANT NOTICES

Position Status

This position is designated as Non-Exempt under the provisions of the Fair Labor Standards Act.

SELECTION PROCESS

Complete application materials will be screened in relation to the criteria described in this job announcement. Candidates deemed to be the most highly qualified will be invited to participate in the selection process that may consist of training and experience evaluation and technical oral interview. Applications are available on-line at <https://www.cityofsouthelmonte.org/>. Applications may be submitted in person, by mail or emailed to hr@soelmonte.org. Resumes will not be accepted in lieu of a City application. It is the applicant's responsibility to make sure the application is properly submitted.

LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. All applicants will be considered without regard to race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military and veteran status.

REASONABLE ACCOMODATIONS

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.



**CITY OF SOUTH EL MONTE
1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CA 91733**

