



SAN RAFAEL

THE CITY WITH A MISSION

Parking Attendant II **\$2,363 - \$2,872 per month** **(Position is .75 FTE – Salary pro-rated accordingly)** **Plus excellent pro-rated benefits**

APPLICATION DEADLINE: *Apply by Friday, October 15, 2021 for first consideration*

THE CITY is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 59,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$100 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

THE POSITION:

The City of San Rafael Parking Services Department is seeking a Parking Attendant II (.75% FTE). This position will typically work between 5-6 hours per day (28.125 hours per week); work week is potentially scheduled Monday thru Saturday (No Sundays). Under direct supervision, this position provides general service and information to the public, is responsible for the upkeep, presentation, and general operations of all City parking areas.

This position will perform a variety of Parking Operations duties and will make some operational decisions and perform basic equipment maintenance based on the presence of fairly clear guidelines from which to make those decisions.

This position performs the following essential job duties (including but not limited to):

- Assists the public at all City parking locations, providing general information about the City of San Rafael and specific information about rates, locations, and various programs.
- Operates all parking equipment and collects parking fees and provides change to customers.
- Direct, instruct and assist customers with all parking equipment and parking needs, including but not limited to: meters, change machines, multi-space equipment, and pay-on-foot stations.
- Maintains records of transactions and parking activities.
- Prepares cash deposits and delivers to designated drop areas.
- Provides forms, receipts, monies and related information to the City.
- Regularly inspects parking areas for safety and operational efficiency.
- Regularly inspects elevators and all parking equipment, fixes and/or reports to supervisors any damaged or malfunctioning equipment as appropriate.
- Regularly inspects, cleans and/or reports vandalism in all parking areas, including on street, facilities and equipment.
- Cleans and maintains parking areas. Work includes, but is not limited to, washrooms, elevators, stairwells, booths, parking equipment, signs, parking spaces, driving lanes, and public right of way surrounding parking areas.
- Shall perform minor related clerical and/or parking duties.
- Shall be granted authority to make operational decisions based on guidelines and the availability of supervision for non-routine circumstances.
- Shall have and be responsible for equipment keys (when applicable), validation and various ticket functions.
- Performs related duties as assigned.

KNOWLEDGE OF:

- Basic office practices and procedures, including the operation of standard office equipment.
- Correct English usage, including spelling, grammar, and punctuation.
- Basic arithmetic.
- Alphabetical and numerical filing systems.
- Cashier activities including calculating and providing change to customers.

ABILITY TO:

- Deal tactfully and effectively with the public.
- Handle cleaning and maintenance equipment in a safe and responsible manner.
- Understand and carry out oral and written instructions.
- Maintain accurate records and files.
- Make arithmetical calculations quickly and accurately.
- Receive the public in a courteous manner.
- Explain information and procedures.
- Operate a cash register, collecting, dispersing, and depositing shift collections accurately.
- Establish and maintain a cooperative working relationship with others.
- Process and file documents.
- Understand and carry out written and/or verbal instructions.
- Perform a variety of routine clerical tasks, cleaning and minor maintenance/repair work.

LANGUAGE/MATHEMATICAL/REASONING SKILLS:

- Ability to recognize similarities and differences between words and a series of numbers.
- Ability to read and comprehend simple instructions, short correspondence, and memos.

- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, time and distance.
- Ability to apply common sense understanding to carry out simple one- or two-step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

EDUCATION/EXPERIENCE/OTHER REQUIREMENTS:

- High school diploma or equivalent
- Able to read and write English
- Valid driver's license

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk; stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to occasionally climb; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. 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.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is occasionally exposed to vibration. The noise level in the work environment is usually loud. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: Application appraisal, oral board examination, and written examination. The passing point for the oral and/or written examination final score will be 70%. Prior to appointment, candidate must pass a background check, DMV check, pre-employment physical/drug screen, and fingerprinting. To file an application, go to www.calopps.org. Select "Member Agencies". Select "City of San Rafael". For more information on the City of San Rafael, go to www.cityofsanrafael.org. Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20165514>

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at 415-485-3474 no later than seven (7) calendar days before the test date.