

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## **PARKING CONTROL OFFICER**

(Announcement Number R-038-14)

Grade 11

Starting Pay: \$13.70 per hour – plus comprehensive benefits package

### **THE JOB:**

Enforces all parking laws and ordinances within the City of Manchester; patrols an assigned area of the City; serves as a central information point for citizens, answering questions regarding public parking issues, as well as general information about the City of Manchester; Reports accidents, abandoned cars, suspicious activity and crimes in progress to Emergency Communications Dispatch; completes reports and performs related work.

### **MINIMUM**

### **QUALIFICATIONS:**

High School Graduate (or GED) and some experience in legal enforcement operations; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. Must be able to pass a thorough background investigation.

**NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a thorough background investigation.**

### **APPLICATION**

### **PROCEDURES:**

Candidates must complete a City of Manchester Employment Application available at City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at HR Dept. City Hall Annex. Submission of a resume is optional. Applications will not be accepted if received after the closing date.

### **OPENING DATE:**

Monday, August 11, 2014

**CLOSING DATE:** Friday, August 22, 2014

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*