

# **CITY OF MANCHESTER**

**HUMAN RESOURCES DEPARTMENT**

**ONE CITY HALL PLAZA**

**MANCHESTER, NH 03101**

**TEL: 603-624-6543 (VOICE/TTY)**

**FAX: 603-628-6065**

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



## **PARKING CONTROL OFFICER PART-TIME**

(Announcement Number R-057-14)

Grade 10

Starting Pay: \$12.79 per hour – pro-rated time off benefits, no health benefits  
25 plus hours per week as needed, primarily evenings and weekends

### **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, October 27, 2014

**CLOSING DATE:** Open until filled

### **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*