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

PARKING CONTROL OFFICER
PART-TIME

(Announcement Number R-025-14)
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 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