



POLICE SERVICES ASSISTANT

~~PARKING ENFORCEMENT SUPERVISOR~~

JOB DESCRIPTION

<u>Department:</u> Police	<u>Division:</u> Services
<u>Work Location:</u> Urbana City Building	<u>Percent Time:</u> 100%
<u>Job Type:</u> Civil Service	<u>FLSA Status:</u> Non-Exempt
<u>Reports To:</u> Deputy Chief of Police	<u>Union:</u> Non-Bargaining Unit

JOB SUMMARY

Under the supervision of the [Deputy](#) Chief of Police, the Police Services Assistant ~~This position manages the School Crossing Guard program, schedules and manages nuisance vehicle compliance and disposition, coordinatingsupervises school crossing guards, coordinates with towingand assists parking enforcement and the finance department regarding specific issues and manages and maintains the sex offender/violent offender registrants for the department. In addition, this position oversees the rules governing the tow companies as neededfor the City of Urbana and the administrative functions of the Enhanced Domestic Violence Protocol.~~

ESSENTIAL FUNCTIONS

- Supervises- School Crossing Guard personnel.
- Maintains a daily log of hours worked for school crossing guards.
- Coordinates crossing guards' payroll tracking with payroll clerk, submitting bi-weekly payroll time sheets to Department's payroll clerk.
- ~~Maintain records on parking enforcement vehicle service issues, coordinating with Public Works fleet maintenance staff.~~
- Provides orientation training to ~~parking enforcement officers and~~ school crossing guards.
- ~~Ensures consistent enforcement on all working shifts.~~

- ~~Provides specific instruction to officers regarding the enforcement of parking ordinances.~~
- ~~Assigns, reviews, and evaluates work of each parking enforcement officer.~~
- ~~Conducts annual performance appraisal on each parking enforcement officer school crossing guard.~~
- Assists management in selection of new School Crossing Guards.
- ~~Addresses parking enforcement vehicle problems that arise, referring for repair when necessary.~~
- Ensures adherence to Department policies.
- Administers constructive discipline when necessary.
- ~~Develops, maintains, and updates training manuals for school crossing guards.~~
- ~~Supervises or performs nuisance vehicle~~Assists Parking Enforcement in their investigations ~~of nuisance vehicles~~, including warrant procurement and seizure of vehicles for non-compliance, determination of owners & lien holders, and proper notifications for disposition of towed vehicles. Coordinates with towing companies on these dispositions, as needed.
- Monitors Police Tows book ~~and maintains spreadsheet or other tracking mechanism for nuisance vehicles~~through coordination with local tow companies.
- ~~Keeps abreast of changes regarding City parking ordinances and policies.~~
- ~~Registers all citizens in Urbana that are required to register due to a conviction for a sex offense or violent offense.~~
- ~~Assists in maintaining sex and violent offender files and databases.~~
- ~~Makes all entries for sex offenders/violent offenders into the LEADS (Illinois Law Enforcement Agencies Data System) database.~~
- ~~Forwards all required information to Illinois State Police regarding sex offenders/violent offenders.~~
- ~~Assists in compiling name and address lists for the Enhanced Domestic Violence Protocol.~~
- ~~Assists in compiling domestic violence information for officers to supply to domestic violence victims.~~
- Performs other related duties as assigned.

JOB REQUIREMENTS

- High school diploma or equivalent and knowledge typically acquired through two (2) years of directly-related, professional supervisory work experience are required. An associate's degree or equivalent college hours are preferred.

- Ability to accurately read and record vehicle license plate numbers ~~of parking violators~~, as well as Vehicle Identification Numbers (VINs).
- Ability to interpret and effectively apply codes, ordinances, laws, rules, regulations, and policies.
- Ability to understand and follow verbal and written instructions.
- Ability to prepare clear and accurate reports.
- Ability to work effectively with others contacted in the course of performing duties.
- Ability to effectively communicate both in writing and orally.
- Conflict resolution skills; maturity and experience in dealing with dissatisfied citizens in stressful circumstances.
- ~~Ability to evaluate the work of subordinate staff and provide corrective instruction for observed deficiencies.~~
- Must possess a valid State of Illinois Class D driver's license or be able to obtain one within 15 days of hire.
- LEADS (Illinois Law Enforcement Agencies Data System) certification is preferred.
- Must be able to successfully complete a background check.

WORK ENVIRONMENT

- Primary work is performed indoors, with periodic work outdoors as needed ~~for enforcement or supervision issues~~. Outdoor work may require performing duties in inclement conditions.
- Job assignments may include working variable hours and/or days.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL EFFORT REQUIRED

- ~~When assigned City vehicle to perform work, will frequently be getting in and out of City vehicle throughout the shift.~~
- ~~When patrolling on foot, will be continually walking.~~
- Must maintain a valid State of Illinois Class D driver's license.

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City of Urbana

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class: 1/28/2015 (replaces Parking Enforcement Supervisor)

For HR/Finance Use

<u>Title Code</u>	<u>Pay Grade</u>
	<u>30</u>
<u>EEO Category</u>	
<u>6- Administrative Support</u>	