



CITY OF EASTON

PENNSYLVANIA

OFFICE OF HUMAN RESOURCES

Parking Enforcement Supervisor

The City seeks qualified candidates for the position of Parking Enforcement Supervisor in the Traffic Division of the City's Police Department. This supervisor will work under the guidance and supervision of the Lieutenant of Records and will be responsible for the enforcement of the City's parking regulations.

The ideal candidate must:

- have graduated from high school or have the equivalent of a high school diploma (GED);
- have two (2) years of experience in parking enforcement or law enforcement activities; supervisory experience preferred;
- possess, or be able to obtain by time of hire, a valid Commonwealth of Pennsylvania driver's license;
- have a satisfactory driving record;
- have knowledge and experience with basic business data processing principles;
- have computer proficiency in the use of word processing and spreadsheet software;
- possess strong communication skills and have the ability to communicate effectively, verbally and in writing;
- have the ability to plan, organize, and direct the work of the assigned personnel;
- have the ability to train staff in work processes and procedures;
- have the ability to establish and maintain effective working relationships with members of the staff, city officials, the general public and local merchants; and
- be available to work evenings, nights, and weekend shifts.

Please note that the areas of expertise and responsibility are representative of those that are expected but may not be limited to those listed and may change to meet the needs of the City and to remain current with the changes in technology.

The 2013 salary for this position is \$38,000 at the completion of the required probationary period.

To apply for this position, a person must submit a letter of interest, resume, completed employment application, and background investigation waiver to: The City of Easton, 1 South Third Street, Human Resources, Easton, PA 18042 or via e-mail to humanresources@easton-pa.gov. Deadline for receipt of required information is Friday, February 1, 2013.

An Equal Opportunity Employer