

**PARKING ENFORCEMENT OFFICER-  
PART TIME  
TOWN OF BLOOMSBURG  
POLICE DEPARTMENT**

This is a part time position working approximately 29 hours per week Monday through Friday. Flexibility of scheduling is required. The Parking Enforcement Officer reports directly to the Chief of Police.

Responsibilities Include:

1. Enforce all parking violations and issue tickets.
2. Look for malfunctioning meters and report to Locksmith.
3. General repair of meters/mechanics
4. Replacement of broken meters and report damaged posts to Public Works Dept.
5. Record and process tickets.
6. Monthly collection of money from parking meters and transfer of coins to bank for processing.
7. Issue tickets to violators during street sweeping/snow removal/leaf collection periods.
8. Follow up of citizen complaints of issues with meter timing.
9. Enforcement of parking complaints to private and public property.
10. Issue parking permits.
11. Assist as needed in processing tickets, answering phones and other clerical work as required by Chief of Police.
12. Other duties as assigned by the Chief of Police or his designee.

Minimum Training and Experience:

High school diploma or equivalent.

Individual must be able to effectively communicate.

Must have a valid Pennsylvania Drivers License

Physical Requirements of Position:

Position requires extensive walking for long periods of time.

Position requires ability to work under adverse weather conditions.

All employees of the Bloomsburg Police Department must successfully complete a comprehensive background check.