

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

3-05

PARKING CONTROLLER, UNIVERSITY POLICE

FLSA: NON-EXEMPT

Job Code: 6347

SUMMARY

This position controls the entrances and exits of parking lots at a gatehouse, collecting parking fees from customers, cash or checks at a cashiers window/register, and provides assistance in enforcement of parking regulations, guiding vehicle traffic, assisting faculty, staff, students, and visitors in locating campus facilities.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Prepares cashier window or register for opening, by securing funds from the parking office supervisor/designee, and receives cash or checks at a cashier's window/register.
- Articulates directional information to visitors and location of buildings and offices.
- Provides assistance to the public by giving parking directions and checking parking permits on vehicles entering parking lots.
- Observes parking violations and issues campus citations for rule infractions.
- Controls parking access to parking lots during special events.
- Submits daily activity reports to include daily cash receipts and disbursements to the parking office supervisor.
- Performs other duties as assigned.

SUPERVISION

Received:

Work is performed under general instructions from designated superior, with specific instructions given for special or unusual assignments.

Given:

None

EDUCATION/EXPERIENCE

High school diploma or GED, with one year experience as a cashier.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to accurately count money, and maintain records. Ability to operate a cash register and basic computer skills. Ability to read, write and comprehend written directives.

EQUIPMENT

Ability to use calculator, cash register, and personal computer, and other standard office equipment.

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WORKING CONDITIONS

Work is performed in various environments, including buildings; however, requires exposure to adverse weather conditions.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

IMPORTANT:

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with 1TAC 201.13(b) Information Security Standards.