

**BOROUGH OF BELLEFONTE
POSITION DESCRIPTION**

POSITION TITLE:	Parking Enforcement/Animal Control Officer
DEPARTMENT:	Police Department
REPORTS TO:	Police Chief
FLSA STATUS:	Non-exempt

POSITION SUMMARY:

The assignment includes conducting parking ordinance enforcement and animal control

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Patrols the metered areas of the borough, identifies vehicles parked illegally, and issues parking violation notices.
2. Operates a vehicle, two-way radio, handheld computer, and other miscellaneous tools.
3. Maintains equipment and meters to meet normal operating standards.
4. Acts as an observer on behalf of the Borough of Bellefonte and reports traffic accidents, abandoned vehicles, missing/vandalized signage, miscellaneous municipal code violations, and traffic hazards encountered in the course of work.
5. Responds to miscellaneous inquiries from the public and borough staff.
6. Performs special assignments upon request to support other law enforcement actions, such as traffic control and animal control.
7. Enforces State and Borough ordinances dealing with the care, treatment, licensing, and impounding of animals in the Borough; picks up sick, injured, stray, vicious or unwanted animals; makes humane investigations, issues citations, and keep records and prepares reports which may be used in legal proceedings.

QUALIFICATIONS FOR THE POSITION:

1. Any combination of training, education, and experience that demonstrates an ability to perform the duties and responsibilities of the position.
2. Strong interpersonal skills.
3. A valid Pennsylvania driver's license is required.
4. The ability to learn, understand, and apply Borough and State parking and animal control laws, codes and regulations.
5. The ability to learn, understand, and comply with department policies and procedures and standard radio communication procedures.
6. Basic computer and typing skills
7. Ability to learn to use a handheld computer and related procedures for parking meter programming.
8. Ability to identify parking and traffic problems encountered in the course of work.

9. Ability to establish and maintain effective working relationships with the public and other Borough staff.
10. Ability to communicate effectively and maintain records.
11. Ability to perform assigned duties independently with indirect supervision.

ENVIRONMENTAL/PHYSIOLOGICAL FACTORS FOR THE POSITION:

1. Occasional lifting, carrying of objects weighing up to 25 pounds.
2. Requires walking throughout metered parking areas of the Borough which is a hilly terrain.
3. Requires travel within and out of borough to attend hearings.
4. Requires work on weekends.
5. Requires working outside during times of inclement weather.

October 2006