

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Parking Lot Attendant

LOCATION: City of Ithaca - Department of Public Works - Parking Division

WORKWEEK: Monday, Thursday, Friday, 3:00 p.m. - 11:30 p.m.
Saturday and Sunday, 12:00 p.m. - 8:30 p.m.

SALARY: \$16.51/hour, with subsequent increases to \$19.81/hour

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

POSITION DESCRIPTION: The work involves responsibility for assisting parking patrons with the use of automated payment equipment, and for collecting and accounting for fees and tickets and verifying the parking permits of patrons using a municipal parking garage. The incumbent calculates and collects parking fees, records and reports fees collected and forwards fees and reports to the Chamberlain's Office. The incumbent is also responsible for the general maintenance of the ticket booth and parking garage including cleaning, sweeping and related maintenance activities. Parking Lot Attendants are also responsible for snow and ice removal in the parking garages and on the Ithaca Commons, as well as trash removal from the parking garages and the Ithaca Commons. The work is performed under general supervision. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of high school transcript or GED
- Copy of driver license

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by September 29, 2021:

City of Ithaca

Human Resources Department

Web site: <https://ithaca-portal.mycivilservice.com>



Issued: September 9, 2021