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 - Temporary - Part Time - Two Positions**

LOCATION: City of Ithaca - Seneca St. Garage
City of Ithaca - Green St. Garage

SALARY: $11.00/hour

WORKWEEK: Monday - Friday 4:00 p.m. - 8:30 p.m.

DURATION: Now thru December 31, 2018

DISTINGUISHING FEATURES OF THE CLASS: 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/or parking garage including snow removal, cleaning, sweeping and related maintenance activities. 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.

APPLICATION MATERIALS REQUIRED:

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

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit City of Ithaca application by July 6, 2018 to:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539
Web site: www.cityofithaca.org

HUMAN RESOURCES
CITY OF ITHACA

The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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