

**WEST HOLLYWOOD** The Creative City



## Permit Services Specialist - (Parking Operations)

\$4,512—\$5,765 monthly | Plus Excellent Benefits!

### **Join the creative, progressive City of West Hollywood.**

As the first contact for Parking Services, your primary responsibilities will include processing permit parking applications and payments, responding to permit program policy questions, as well as parking citation questions and payment processing. Recent experience in parking services using eTIMS or related software; handling high-volume transactions and interactions with the public in a fast-paced environment preferred.



### **Some key responsibilities:**

Explain policies and procedures related to the permit parking program, collect and process parking fines, handle cash and balance revenues, research and provide parking citation information to the general public and address parking related customer concerns.

### **Requirements:**

High school diploma or GED; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Applications are due **October 6, 2015** at 5pm.



**Applicants must submit a City job application and supplemental questions. To apply and view detailed job information please visit [www.weho.org/jobs](http://www.weho.org/jobs) .AA/EOE.**

If you have questions or need special accommodations with the recruitment process, please contact Jasmine White at (323) 848-6318 or [jwhite@weho.org](mailto:jwhite@weho.org) .