

**CITY OF WEST HOLLYWOOD**  
**OPEN RECRUITMENT**

# **PERMIT SERVICES SPECIALIST**

with the City of West Hollywood's Parking Services Division

The position performs a variety of complex technical and clerical functions related to parking permit services, including, but not limited to:

- Provide customer service in person, on the phone and via email
- Issue permits for residential, parking, and moving encroachments
- Receive and balance revenues
- Investigate parking citations, collect citation payments, and provide information to the general public regarding rules and regulations
- Prepare projections for permit revenues
- Manage permit stock inventory and submitting inventory orders
- Assist staff in conducting research by gathering information and completing reports
- Participates in quality assurance assignments for new applications and enhancements to existing systems

**Education and Experience:**

- 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.

**Licenses and Certifications:**

- Notary Public (depending on assignment)

**\$5,377.196 - \$7,380.59 MONTHLY**  
**APPLICATION DEADLINE:**  
**OCTOBER 15, 2021 AT 5:00 PM PACIFIC**

For Job details and requirements, and to apply online, please visit  
[www.weho.org/jobs](http://www.weho.org/jobs)

**EEO/AA**



City of West Hollywood  
California 1984