

**CITY OF MANHATTAN BEACH
COMMUNITY SERVICES OFFICER**

OCTOBER 2004

DEFINITION:

Under general supervision, the incumbent performs a wide range of parking enforcement, municipal code enforcement, animal control, and community service duties; performs other related work as required.

ESSENTIAL JOB FUNCTIONS:

The following tasks are essential for this position and may include but are not limited to the following: Assess situations and problems utilizing sound judgment in order to take the appropriate course of action such as enforcing parking regulations by vehicle and/or foot patrol; issue citations for parking violations or municipal code violations and write reports; perform animal control duties while patrolling the City and beach areas by issuing the appropriate citation for violations; maintain City-owned holding facility and transport animals to the County Animal Shelter that are not licensed or with no owner information; transport injured animals to the appropriate facility; issue citations for Municipal Code violations such as noise complaints, spillage into storm drains or construction sites, leaf blower usage, or unlicensed businesses; write complete and accurate reports to document incidents for court filings or for administrative hearings; testify in court for criminal prosecution as needed; perform related traffic control duties as directed, and operate a variety of vehicles and equipment. Will be required to work shifts, holidays, and/or weekends.

QUALIFICATIONS:

Training and Experience: Requires a high school diploma or GED to assure the ability to read and write English at the level required for successful job performance and have experience in dealing with the public. Education and/or experience in the field of law enforcement is highly desirable.

License and Certificate: Must possess a valid California Class "C" driver's license. Appointees must successfully complete a California Peace Officer's Standards and Training (P.O.S.T.) Certified PC 832 class, preferably within the first year of employment in order to perform the essential functions of this job.

Knowledge, Skills, and Abilities: Knowledge of: animal-related municipal, state and county codes; parking regulations; City of Manhattan Beach radio codes; penal codes relative to animal control, and vehicle codes relative to parking regulations; departmental and City administrative policies and procedures; and principles of public relations. Skill in: operating vehicles and equipment necessary to perform the job safely which include automobiles, 3-wheeled vehicles (GO-4), 4 x 4 trucks; towing small trailers; utilizing AutoCite, Mobile Data Communication (MDC) equipment and two-way radios; operating a personal computer for completion of reports; communicating rules and regulations to a varied population verbally and in writing; writing clear, concise and accurate incident reports applying correct codes and factual information. Ability to: read, understand and interpret codes, regulations and departmental policies; effectively assess situations and

develop an appropriate course of action using sound judgment and applying appropriate investigative methods and City practices; recall details and incidents accurately; maintain records and prepare reports; meet the public tactfully and courteously; interface with members of the public in a calm and professional manner; work with others cooperatively; deploy and use capturing devices to control and restrain animals; utilize traffic devices such as barricades, flares and traffic message boards; and lift, affix, and remove a locking wheel device to a car safely.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and may be exposed to variable weather conditions. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs, and back to occasionally lift and/or move up to 50 pounds. Will use arms to reach and carry, and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, night vision, and the ability to adjust focus. The employee must be able to accurately perceive sound. Noise levels are moderately loud when outdoors.