



EMPLOYMENT OPPORTUNITY

Job Title: **Parking Enforcement (Seasonal Part-Time Position)**
Hiring Range: **\$12.36 per hour, 6-12 hours per week**
Status: **Part-time, non-exempt position**
Application Deadline: **Until filled**

General Statement of Duties

Performs a variety of duties in regards to parking enforcement as well as a variety of other beach ordinances and code enforcement along the Town's beach strand. Issues citations or warnings in accordance with Town and departmental procedures. Maintains appropriate paperwork on citations. Interacts with the public to educate and explain beach rules.

Distinguishing Features of the Class

Employees in this class must be able to work flexible hours as needed, including weekends and holidays. The individual is responsible for a variety of tasks, including enforcement of a variety of local ordinances. Work subjects the employee to both inside and outside environmental conditions and extremes in temperatures. Customer service skills and general knowledge of town programs are required, in order to assist the public via personal contact. The ability to work independently and on multiple tasks is necessary, along with the ability to establish and maintain effective working relationships with supervisors, employees and the general public. Must be able to perform physical duties as assigned

Desirable Education and Experience

Graduation from high school or equivalent and possession of a valid North Carolina drivers' license.

How to Apply: Please submit a completed employment application, which can be found on the town's website, www.oakislandnc.com under the Job Opportunity page. Applications can be emailed, faxed, or mailed (see below)

Where to Apply: Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Telephone: (910) 201-8014
Fax: (910) 278-9542
Email: dlasek@ci.oak-island.nc.us