

Incorporated Village of Malverne

99 Church Street, Malverne NY 11565

(516) 599-1200

JOB POSTING NOTICE

The Village of Malverne is seeking applications from qualified individuals for the position of Part-time Parking Meter Attendant. Applications are available at Malverne Village Hall, 99 Church Street, Malverne, NY or by emailing info@malvernevillage.org.

PART-TIME Parking Meter Attendant

DUTIES AND ASSIGNMENTS

Parking Enforcement

Monitor parking conditions at Village public parking fields, railroad parking fields. Duties include enforcement of handicap spaces, timed spaces, permit parking, no parking zones and other violations of Village and State parking laws. Ability to utilize the latest technology including electronic ticketing system.

Code Enforcement/Quality of Life

Patrol the Village area for Village Code violations which include, but are not limited to animals, noise, commercial, sign, rubbish, sprinkler, parks.

Traffic Control

Directs vehicular traffic and enables pedestrian crossings, as required.

Hours

Maximum of 19 hours per week.

Includes 6-8 hours on a Saturday and some afternoons between 3:00 pm and 7:00 pm.

Rate of Pay

\$20/hour

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to utilize technology including electronic ticketing system.
2. Knowledge of relevant village codes and non-moving violations of the New York State Vehicle and Traffic Law.
3. Knowledge of the geography of the village and its roadways.
4. Ability to manage interactions with the public while maintaining professionalism, patience, and good judgment.
5. High School Diploma and valid NYS Driver's License required.
6. Candidates are required to pass a background investigation, hearing and vision evaluation.

Interested candidates submit an application (available at malvernevillage.org/job-postings or Village Hall) to Malverne Village Hall, 99 Church Street, Malverne, NY 11565 by March 31, 2026.