

## **PARKING DIVISION MANAGER**

### CLASS DESCRIPTION

#### General Responsibilities:

This is highly responsible professional and managerial work in supervising, planning, directing, coordinating and implementing the finances, programs, operations, and administration of the Parking Division. The Parking Division is primarily responsible for city-wide public on-street and off-street parking programs, including the operation, maintenance and building of Parking Division-owned parking facilities. This position assists the Director of Transportation and City Traffic Engineer in policy development in conformance with the City's objectives and related Land Use and Transportation planning processes and recommends and implements related processes and procedures. Reporting to the Director of Transportation, work is characterized by independence of action in a broad range of assignments.

#### Examples of Duties and Responsibilities:

Coordinate, facilitate and direct the activities and staff of the Parking Division and provide staff and programmatic supervision as required. Coordinate and/or perform such activities as employee administration, complaint resolution, hire, discipline and terminations, Affirmative Action and Americans with Disabilities plan development and implementation, vacancy review and filling, administer City APMs. Supervise the activities of all Division staff, both directly and through subordinate supervisors. Review schedules, approve priorities and meet regularly with office and supervisory staff. Oversee all related personnel and labor relations matters.

In conjunction with the Director of Transportation, develop work programs and staff in concert with other transportation plans, programs and priorities. Develop and oversee maintenance and operation programs such as on and off street parking and facilities; residential parking permits; HDCP parking and loading; monthly parking; street sweeping; alternate side parking; special event parking; parking leases; security, snow plowing, and sweeping of parking facilities; and Division marketing programs. Develop and maintain financial plans for the Parking Division. Recommend changes, as appropriate, to other City plans, policy documents and planning processes.

In conjunction with the Director of Transportation, oversee the financial activities of the Parking Division. Develop and recommend the operating and capital budgets for the Division. Monitor budget expenditures throughout the year. Recommend methods to increase Parking Division revenues consistent with City objectives and to review/make recommendations concerning free and reduced priced parking. Review PILOT calculations, occupancy fees, and interagency fees. Monitor monthly revenue and expenses. Recommend and implement changes (e.g., hours of operation, length of meter time, hourly rates or other changes) to ensure cost-effective operations. In conjunction with related City agencies, oversee Parking Division bond issuance, redemption, conformity with bond covenants, and cash flow analyses.

Supervise the development and coordination of the activities related to the Transit and Parking Commission. Prepare and present written and verbal reports to the Transit and

Parking Commission, Plan Commission and Common Council as requested. Review the agendas of other City boards, commissions, and committees for parking-related matters. Represent the Division at policy-level meetings and present or respond to issues under consideration. Monitor and review State legislation and prepare summaries and recommendations for change. Serve on related inter/intra-jurisdiction study committees/teams.

Review and make recommendations regarding private and public proposals for major parking facility development. Coordinate parking-related matters with enforcement activities performed by the Police Department. Provide for response to diverse inquiries, concerns and/or complaints.

Supervise, conduct and review parking studies, data collection activities, and information dissemination. Review occupancies, meter enforcement, length of stay, and other studies and parking analyses.

Participate in land acquisitions/sales that are consistent with the City's land use priorities.

Prepare and recommend contracts for consultants and for equipment purchases. Monitor all contracts. Review progress reports, payment requests and disbursement vouchers. Supervise the field inspection for all construction and rehabilitation of parking facilities provided by Parking Division staff.

Develop equipment reviews and specifications, including Requests for Purchase for new revenue equipment. Recommend equipment changes consistent with emerging technology, such as garage revenue equipment and street meters (e.g. multi-space meters). Serve as liaison with vendors regarding parking equipment.

Review and approve all plans and specifications for construction of and repairs to parking facilities.

Perform related work as required.

## QUALIFICATIONS

### **Training and Experience:**

Generally, positions in this classification will require:

Five years of advanced-level parking operation and management experience including at least three years directly related supervisory experience in the area of planning, transportation, engineering or related experience. Such experience would normally be gained after graduation from an accredited college or university with a degree in transportation planning, civil engineering, public or business administration, economics, urban/regional planning or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles and practices of public and business administration and management. Thorough knowledge of the theories, practices and procedures relating to parking system operation and maintenance. Thorough knowledge of the full range of supervisory principles and practices and personnel management. Thorough knowledge of directly related budgetary, financial, accounting and recordkeeping systems, principles and practices relating to public administration and/or a revenue-generating operation. Working knowledge of the types of equipment used in a public works agency such as the Parking Division. Working knowledge of related contract administration. Working knowledge of practices and procedures relating to bond issues and land acquisition. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to manage a diverse staff, both directly and through subordinate supervisors. Ability to hire, train, assign, evaluate and discipline employees. Ability to develop and justify budgetary requests and control budget expenditures. Ability to research, analyze, develop, recommend and implement effective programs and procedures. Ability to maintain effective working relationships with co-workers, subordinates, other City employees and the public. Ability to work effectively with multi-cultural populations. Ability to represent the agency or work unit to the public and before administrative review boards. Ability to communicate effectively, both orally and in writing. Ability to develop, organize, and analyze financial and statistical data and present written and oral reports. Ability to prepare clear and concise reports and plans. Ability to oversee the implementation of parking facility construction, operation and maintenance. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Certification as a Certified Administrator of Public Parking (CAPP) issued by the International Parking Institute or a Certified Parking Professional (CPP) issued by the National Parking Association is preferred, but not required.

The incumbent will be expected to attend meetings of the Common Council and various sub-committees outside of regular working hours, including evenings and weekends.

Physical Requirements:

Work is generally performed in an office environment using standard office equipment such as a computer, telephone, copier, etc. However, the incumbent will be expected to travel to the various parking facilities in the City as well as the Operations Shop.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Transportation/Parking Division	18	17

Approved: \_\_\_\_\_  
 Harper Donahue IV  
 Human Resources Director

Date