

## **PARKING DIVISION DIRECTOR**

### 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:

Direct the programs, activities and staff of the Parking Division and provide programmatic supervision as required. Supervise the activities of all Division staff, both directly and through lower-level supervisors.

In conjunction with the Director of Transportation, develop work programs and implement parking/transportation plans, programs and priorities. Develop and oversee programs including on- and off- street parking facilities; residential parking permits; curb management policies, parking enforcement; Transportation Demand Management; and other Division responsibilities such as disabled 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, while promoting sustainable transportation practices.

Promote sustainability and equity throughout the work of the Division, and support citywide goals pertaining to racial equity, social justice, and climate change.

Develop and coordinate reports, presentations, and resolutions of the Parking Division to the Transportation Commission and Common Council as requested. Represent the Division at policy-level meetings and present or respond to issues under consideration. Work with the Transit General Manager and City Traffic Engineer to staff the Transportation Commission.

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

Supervise, and review parking studies, and data collection activities. Develop recommendation for policy and program changes.

Participate on city teams that address land acquisitions/sales, and public-private partnerships affecting the Parking Division. Develop public parking policies regarding pricing, permits, and long-term leases that support City goals and objectives. Work with the City Attorney's office to prepare leases for parking facilities.

Prepare and recommend contracts for consultants and for equipment purchases. Review plans and specifications of repairs for parking facilities. Manage capital improvements and repairs for parking facilities.

Review alternatives and specifications for new revenue, maintenance and enforcement equipment. Recommend equipment changes consistent with emerging technology, such as garage revenue equipment street meters, and enforcement equipment, etc. Serve as liaison with vendors regarding equipment.

Perform related work as required.

## QUALIFICATIONS

### **Training and Experience:**

Generally, positions in this classification will require:

Five years of business or government supervisory and/or management experience. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's degree in public or business administration, economics, urban/regional planning, transportation planning, civil engineering or a related field; or relevant experience in one of these areas. 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 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. Knowledge of related contract administration. Working knowledge of computers and ability to use computer software applicable to the duties of the position. Knowledge of basic sustainability principles, particularly as relevant to transportation. Ability to manage a diverse staff, both directly and through lower-level 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, staff, 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 other data and present written and oral reports. Ability to prepare clear and concise reports and plans. Ability to manage parking facility 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 employee 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 employee 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: \_\_\_\_\_  
 Erin Hillson  
 Human Resources Director

Date