Assistant Director, Parking Services

Job Code 50011398

General Description
Management and oversight of the Parking Services Office, its personnel and its functions.

Examples of Duties
Oversee the daily functions of Parking Services (San Marcos/RRHEC) such as, directing enforcement; issuance of permits; manning traffic control booths; motorist assistance; permit and ticket payment collection; space reservations; customer concerns; ordering permits, tickets, and supplies.
Organize, coordinate and monitor all special event parking.
Assist in the development and the subsequent oversight and monitoring of several Parking Service budgets.
Continually review parking rules and regulations and make recommendations for changes and improvements.
Review and monitor success of permit distribution processes and make recommendations for improvements.
Oversee the repair and maintenance of existing parking facilities and both the UPD and Parking Services vehicle fleet; make recommendations for the creation of new facilities.
Assist in the planning, construction and design of new parking facilities.
Represent UPD and Parking Services on SAAT committee to develop and implement assessment tools for UPD/Parking Services, and review assessment tools for other VPSA departments.
Create bid request proposals/order maintenance and office supplies and equipment; annual and temporary parking permits, and vehicles.
Recruit, interview and recommend hiring of new employees. Make disciplinary recommendations for current staff.
Regularly review related literature, attend conferences, and seek information from peer institutions to advance knowledge of parking and transportation strategies.

Knowledge, Skills, and Abilities
Skill in: Computers; problem solving and decision making; creating work and purchase orders; team work; establishing rapport with others.
Ability to: Understand job instructions; read budgets; create statistical data; delegate work duties; explain rules and regulations.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**