

Associate Director, Parking Services

Job Code 50027578

General Description

Manage and oversee the operations of the Parking Services Office.

Examples of Duties

Oversee the daily functions of the Parking Systems Office including directing enforcement; issuance of permits; manning traffic control booths; motorist assistance; permit and ticket payment collection; customer concerns; ordering permits, tickets, supplies.

Development and oversight of the Parking Services Office budget. .

Oversee the organization, coordination and monitoring of all special event parking.

Review parking rules, regulations, policy and procedures and make recommendations for improvements

Manage workflow of Parking Services staff.

Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures; faculty and staff rules and regulations; parking and transportation systems and strategies.

Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff, coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; explain policy and procedures regarding university parking services.

Educational Experience

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