

Parking Garage Manager

Job Code 50012846

General Description

The Parking Garage Manager will manage the day-to-day operations of the pay garage facilities and will oversee the maintenance and repairs of all campus garages. The position will also be responsible for representing the Parking Services Office in all phases of programming and planning of new garages.

Examples of Duties

Ensure the Student Center financial integrity and maintain active stewardship by closely monitoring and analyzing all expenditure and revenue.

Authorize and process all capital and non-capital expenditure requests, fund transfers, account payable and receivable, payment travel requests, procurement cards requests.

Ensure the accuracy of paperwork for the accounting data entry.

Develop and prepare annual budget for the director based on financial analysis and program needs.

Prepare long-range financial plans.

Compile and analyze financial data from current and previous data.

Develop bid proposals and bid specifications for purchases and maintenance contracts.

Attend Staff Council meetings and individual staff meetings provide feedback and report project status to the Director.

Attend professional conferences and staff development workshops.

Administer and maintain a computerized accounting system to perform bookkeeping functions.

Analyze, prepare and customize financial reports for account supervisors.

Oversee the Business Office operations.

Ensure the integrity of cash handling procedures.

Establish and enforce the petty cash policy on cash checkout, revenue deposits, cash for special events, change funds, work station starting cash, checkout and surprise cash audits.

Responsible for the overall Student Center Permit Parking Garage operations.

Establish an annual operating calendar and schedules.

Oversee parking facility and equipment maintenance.

Administer and coordinate the parking reservation requests from Texas State departments.

Develop and update the Student Center Parking Garage operating manual to include operating hours, parking rates, opening and closing procedures, contract parking, and cashiers training.

Debt collection.

Supervise Parking Garage staff to ensure accuracy and timely completion of assignments.

Supervise cashier's pay booth operations.

Recommend expansion or improvements on the garage facility and operations.

Knowledge, Skills, and Abilities

Knowledge of: Basic parking garage operations; latest parking related technology; University and Student Center policies and procedures; purchasing procedures policy; accounting principles and best practices.

Skill in: establishing good personal rapport with staff; management; organizational; problem solving and decision making.

Ability to: develop bid proposals; make rational decisions; explain policies and instructions.

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