

State College Borough

Parking Director

Job Description



REPORTS TO: Borough Manager
ROLE & LEVEL: L3

DEPARTMENT: Parking
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Parking Manager is responsible for directing and managing all operations associated with parking in the Borough of State College. Oversees all parking operations, prepares budgets, and assists in the development of policies and practices to ensure the effective management of resources. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish the Borough's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Analyzes use of parking garages, decks, lots and on-street spaces, metered and permit zones and makes recommendations to respond to changing conditions; evaluates the need and potential sites for future parking facilities; develops partnerships to maximize the use of downtown parking resources
- Maintains and develops residential, commuter, and monthly parking regulations for the downtown and neighborhood areas of State College
- Develops and maintains the budget for both the parking fund as well as the general fund parking budget; manages expenses to ensure that the needs of the department are met in both the short term and the long term
- Identifies and articulates needs for facility, equipment and meter maintenance; coordinates work to address those needs with the appropriate staff in the Public Works Department; regularly inspects parking facilities and observes operations
- Develop both short and long term strategies for the Parking Department based on the analysis of data and input from stakeholders and the parking staff to establish and maintain ample parking space in the downtown and residential areas of State College
- Maintains effective working relationships stakeholders and members of the local business community to ensure high standards of service and performance
- Reviews and makes recommendations on all requests impacting parking supply and/or revenue, as well as requests for use of on-street parking, garages or decks for special events

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Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of parking and transportation issues and the ability to use that knowledge in making recommendations for improvements
- Knowledge of modern business principles, marketing techniques, and business development strategies and the ability to apply them effectively in the parking operation
- Skill in the use of Microsoft Office products (Word, Outlook and Excel)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to compile information and produce reports of revenue and other financial data as needed, as well as perform complex financial functions
- Ability to effectively and efficiently use parking software technology in support of overall parking operations
- Ability to communicate effectively, verbally and in writing
- Ability to delegate, manage, and supervise effectively

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, public administration or related field; supplemented by six or more years' experience in business operations, including at least two years of supervisory experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

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PREFERRED QUALIFICATIONS:

- Parking management experience
- Certified Parking Professional (CPP) designation from the National Parking Association

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date