CLASS TITLE:  **Manager of Parking**

**CHARACTERISTICS OF THE CLASS:** Under direction, manages and administrators parking administrative program for the Bureau of Parking; and performs related duties as required.

**ESSENTIAL DUTIES:** Manages supervisory staff engaged in overseeing the Bureau's parking administrative programs; implements policies and procedures relative to parking administrative to ensure programs operate effectively and efficiently; directs the administration of special permit programs, including residential, handicapped parking and non-commercial loading zone; supervises staff responsible for the review and processing of permit applications, the intake of fees, and the issuance of permits; oversees the supervision of surveys to ensure parking needs are met; manages the scheduling of parking meter route collections and the tracking of revenues to identify and investigate parking revenue fluctuations; assists in the preparation of the division's budget; conducts research and develops proposals for the implementation of new programs to improve street parking operations; evaluates the cost effectiveness of parking management operations and makes recommendations to increase revenue collections; manages staff engaged in the operation and maintenance of the City's parking facilities.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field supplemented by five years of progressively responsible experience in the administration of parking operations including two years of supervisory experience, or an equivalent combination of training and experience.

**Knowledge, Abilities and Skill.** Considerable knowledge of parking program objectives. Considerable knowledge of Parking administration. Considerable knowledge of municipal ordinances pertaining to parking management.

Ability to manage administrative activities and staff. Ability to manage, administer and implement parking programs. Ability to conduct research and evaluate parking programs.

Considerable administrative skills. Good management skills.

**Working Conditions.** General office environment.
**Equipment.** Standard office equipment and a two-way radio.

**NOTE:** While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 1994