

PARKING SYSTEMS COORDINATOR, 9130

Summary of Duties : The Parking Systems Coordinator coordinates the processing of parking tickets and the collection of parking revenues from the City's Parking Management Program with Los Angeles County (Municipal Court and County Data Processing Center), California State Department of Motor Vehicles, and outside vendors; analyzes, designs, implements, and administers ticket processing and collections and parking management information systems; directs subordinate professional administrative personnel engaged in the above work; and does related work.

Distinguishing Features : The Parking Systems Coordinator is the head of the Processing and Information Services Division of the Parking Management Program in the Department of Transportation and has overall responsibility for all aspects of the data processing systems in the parking management program. This includes coordination and liaison with various governmental agencies and private companies, development of a parking management information system, development of an audit and control system to monitor system performance and collection rates, and administration and monitoring of various contracts. While the Parking Systems Coordinator has subordinate administrative staff engaged in a variety of ticket processing and collection activities, this employee will be directly involved in coordination and liaison activities in ensuring that the data processing systems supporting the parking management program both meet the needs of the parking management program and stay current with the changing technology and methodology. Assignments are received in terms of directives and policy statements and the work is reviewed in terms of overall effectiveness.

Examples of Duties : Plans, organizes, and directs the work of the Processing and Information Services Division of the Parking Management Program which includes liaison with other governmental agencies and private companies in the needs, procedures and policies of the data processing systems of the parking management program, monitoring system performance, monitoring and analyzing collection rates, making long-term plans to meet future systems needs, administering and monitoring a variety of contracts, and designing, developing and implementing a management information system; acts as liaison and coordinator of the Processing and Information Services Division with the ticket processing and collection activities of the Los Angeles County Municipal Court, Los Angeles County's Data Processing Center, and private contractors; acts as liaison with the California State Department of Motor Vehicles and the California legislature on the impact of State laws or proposed legislation on the City's parking program; analyzes proposed laws as they affect the parking management program and makes recommendations on the appropriate City position;

Investigates the appropriate methods and means to accomplish the ticket processing and collection requirements of the parking management program; prepares recommendations and proposals to contract for equipment, personnel, and/or services; administers contracts and/or agreements with private vendors for equipment, personnel, and/or services;

Directs staff and participates in the design, implementation, evaluation, and modification of a parking management information system; confers with Department management, Division heads, and contractors to define the requirements of a management information system; fulfills supervisory responsibilities as defined in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the uses and capabilities of a computer-based information system and data processing technology as they relate to a comprehensive parking management program; a good knowledge of State, County, and City interrelationships as they relate to the requirements of coordinating a data processing system which functions in several jurisdictions; a good knowledge of the principles and practices of public administration and management including administrative analysis, contract administration, budgeting and financial administration; a good knowledge of the State, County, and City laws, regulations, codes and ordinances applicable to the processing and collections of revenues from parking code violations; a good knowledge of safety practices and principles; a working knowledge of the laws and regulations related to equal employment and affirmative action; a general knowledge of Memoranda of Understanding as they apply to subordinate personnel; the ability to deal tactfully and effectively with subordinates, City officials and the public; the ability to develop and maintain cooperative relationships with governmental officials, agencies, and private companies; the ability to represent the Department and the City concerning the processing and information services aspect of the parking management program effectively; the ability to plan, organize, coordinate, direct, and review the work of subordinates; the ability to prepare clear and comprehensive reports and sound recommendations; and the ability to formulate and implement new plans and policies.

Two years of full-time experience in a position at least at the level of Senior Administrative Analyst which includes responsibility for the administration or coordination between governmental agencies of a major project.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.