

Summary of Duties: Plans, organizes and directs the work of employees engaged in the financial, contractual, and administrative operations of City-owned parking facilities for employee and public parking; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Parking Manager is responsible for the administration and operation of a municipally-owned parking system. The work of a Parking Manager is distinguished from other administrative positions by the responsibility for establishing and controlling the accounting, auditing, collection and operational procedures specific to a large parking system. As an expert on parking facilities administration, a Parking Manager advises and makes recommendations to the Parking Committee or department management for meeting present and future parking needs. Assignments are received in the form of broad policy statements and effectiveness is evaluated on the basis of results attained.

Incumbents in the class of Parking Manager, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests. A Parking Manager may supervise a variety of clerical, administrative, and lot attendant personnel.

Examples of Duties: Supervises the operation of City-owned parking lots and structures; designs, installs, and inspects a self-enforcing collection system; meets with concessionaires to negotiate contracts for the validation of parking claims for the public using the parking facilities; assists in the development of a computerized system to insure that employee parking authorizations are properly assigned and used, and to provide other information necessary for the effective management of the parking facilities; meets and confers with the seven-member Parking Committee or department management to determine and resolve parking problems, both general and specific; develops and administers all parking related contracts; recommends improvements in existing facilities and systems; provides planning input for new parking facilities; develops and enforces operational policies and procedures; prepares regular and special reports and statistical analyses concerning parking related matters; meets with members of the public, citizens' groups and other governmental agencies, and makes arrangements for special parking needs; periodically inspects parking lots to assure conformance with procedures; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; and occasionally may be assigned to other duties for training purposes or to meet technological changes or

emergencies.

Qualifications: A good knowledge of the problems, systems and methods of organizing and administering a large parking facility which includes several lots; a good knowledge of the factors affecting and determining present and future parking needs and the methods for collecting information to analyze these needs; a good knowledge of cost and revenue accounting and auditing principles and practices; a good knowledge of the requirements for validation contracts; a good knowledge of supervisory principles and practices including: planning, delegating and controlling the work of subordinates; a good knowledge of techniques of training, instructing and evaluating subordinate work performance; a good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; a good knowledge of the procedures for grievance handling; a good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; a good knowledge of effective safety principles and practices; a working knowledge of computer applications to parking information systems; a working knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures.

The ability to deal effectively with City officials, tenants, members of the public, and City employees; the ability to direct and coordinate a large multi-lot paid admission parking system; and the ability to plan, assign and review, through subordinate supervisors, the work of a large number of parking system employees working various hours and shifts; the ability to communicate effectively both written and orally; the ability to maintain a work environment to enhance both employee morale and productivity; the ability to apply supervisory principles and techniques; the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Graduation from a recognized four-year college or university and one year of experience in directing and coordinating the activities of a paid admission parking facility or system of at least 1000 vehicles capacity, including responsibility for budgeting and financial planning are required. Experience of the type specified may be substituted for the college lacking on a year-for-year basis.

License: A valid California driver's license and good driving record may be required.

Physical Requirements: Strength to perform average lifting up to five pounds and occasionally over fifteen 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 the duties and responsibilities of any position shall be.