

## **PARKING OFFICE ADMINISTRATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for managing all aspects of a Parking Office. This would include record management, financial transactions, and issuing parking permits. The Parking Office Administrator will also be required to interpret and communicate policies and general information in reference to parking within city limits. Work is performed under the general supervision of the City Administrator with considerable leeway allowed in the exercise of independent judgment. This position will be required to supervise lower level employees.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Participates and provides overall direction on all parking programs in the City of Poughkeepsie, including lease parking programs;
2. Supervises all staff in the Parking Office, including scheduling, training, conducting performance appraisal, enforcing department policies and procedures, and investigating any types of disciplinary issues;
3. Implements and maintains daily financial processes such as account reconciliation and banking deposits;
4. Ensures proper procedures are in place for accurate account management across all facilities;
5. Participates in the collection of all claim processes and investigates complaints for liability control purposes;
6. Monitors the overall safety of all the parking facilities;
7. Oversees the maintenance of all parking equipment which include parking meters and gates;
8. Attends meetings as required;
9. Informs the public as to the location of private and public parking facilities;
10. Assists and manages special event parking programs and other special parking programs/projects.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:**

Knowledge of modern managerial and supervisory principles, practices and techniques in order to effectively manage and supervise staff;

Knowledge of parking system configuration, operation and maintenance;

Knowledge recordkeeping requirements and procedures;

Knowledge of applicable laws, regulations and ordinances related to parking;

Knowledge of computational skills to monitor department activity;

Ability to prepare detailed annual and special reports which summarize departmental activities;

Ability direct and supervise the work of others;

Ability to prepare and maintain accurate fiscal reports which summarize departmental activities;

Ability to learn and use a variety software packages;

Ability to use all parking related equipment;

Ability to communicate well with others orally and in writing;

**PARKING OFFICE ADMINISTRATOR** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:** (Cont'd)

Ability to establish and maintain effective working relationships with the appointed officials, employees, union officials and the public;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Finance, Business Administration or related field, and two (2) years of full-time work experience in the administration of business operations which included one (1) year of supervisory;
- OR:            (B)     Graduation from a regionally accredited or New York State registered college or university with a Associate's Degree in Finance, Business Administration or related field, and four (4) years of full-time work experience in the administration of business operations which included one (1) year of supervisory;
- OR             (C)     Graduation from high school or possession of an equivalency diploma and six (6) years of experience in the administration of business operations which included one (1) year of supervisory;
- OR:            (D)     An equivalent combination of education, training and experience between the limits of (A) and (C) above.

**SPECIAL REQUIREMENT:**

Candidates must possess a valid New York State Driver License at time of appointment and to maintain position.

ADOPTED:     5/12/2017