



The City Beautiful

City of Coral Gables Job Description

Job Title: Assistant Parking Director
Department: Parking
Classification: 0721
Pay grade: 28E
FLSA: Exempt

Prepared Date: 1/10
Approved By: Marjorie H. Adler
Approved By: Patrick Salerno

Summary

This is a highly responsible management and administrative position involving technical work in the organization and management within the Parking Department which includes operation of the Coral Gables Trolley System.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Develops, monitors, and adheres to budgets and fund allocations; has full responsibility for the implementation, revision and compliance review of assigned budgets.

Assists the Director in strategic planning and feasibility studies for the Department.

Authorizes departmental purchases and expenditures.

Provides and coordinates intergovernmental communications and reporting functions with agencies such as MDT, FDOT, and FTA.

Prepares grant requests to funding agencies or organizations.

Coordinates and monitors consultant's activities.

Designs and implements management reports covering specific operations within the Parking Department.

Supervises revenue collection.

Designs and implements appropriate training programs and trains employees.

Performs employee performance evaluations and reviews evaluations performed by subordinate staff.

Interacts with the public, attends community meetings, and works with community groups as a representative of the Parking Department to provide information or explain Department procedures or actions.

Prepares Ordinances and Resolutions for enactment by City Commission; and attends City Commission meetings and makes presentations as needed.

Oversees and supervises the activities of assigned personnel.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Ability to work independently on assigned tasks. Knowledge of the principles and practices of public and business administration; zero-based budget preparation, justification, monitoring and analysis; supervisory principles and practices. Knowledge of the principles and practices of the parking and/or public transportation industry. Knowledge of cash handling procedures. Ability to interpret federal, state and local legislation as it relates to Department operations. Ability to communicate clearly and concisely, both verbally and in writing. Ability to supervise, plan, direct, train, and coordinate the work of professional, technical, and clerical staff in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with City officials, employees, governmental agencies, professional associations, vendors and the public. Proven ability to manage contracts for services and supplies.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Bachelor's degree in Business, Public Administration or related field.

Five (5) years progressively responsible experience in public transportation and or parking industry including budget management, administration, management reporting and field operations. Experience to include work with shuttle, trolley, or circulator bus system preferred.

Active member, Florida Parking Association (FPA) preferred.

Valid Florida Driver's License required.