Parking Operations Supervisor

**Definition of Class**
This a supervisory position that oversees the daily administrative activities of the department. Incumbent also has the responsibility of developing and implementing recommendations on office procedures, appeal processes, and billing for the department. The incumbent reports to the Parking Manager.

**Examples of Work Performed**
Supervises and coordinates the daily administrative activities of assigned areas and organizes staff to meet scheduled peaks in work activities.

Prepares complex reports for the department.

Manages the departmental procurement card and monitors the office budget.

Oversees the administration of the appeals process; evaluates the process by measuring approvals and rejections.

Supervises and trains support staff and assists them with problem-solving.

Processes billing for payroll entry for faculty and staff.

Counts down a cash drawer daily and reports balances.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and coordinates the daily administrative activities for the department.
2. Prepares complex reports for the department.
3. Oversees the administration of the appeals process; evaluates by measuring approvals and rejections.
4. Processes billing for payroll entry for faculty and staff.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job-related physical requirements may be added to these by individual agencies on an as-needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and talk or hear. The incumbent is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
Three (3) years of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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