JOB DESCRIPTION

Manager of Parking Services

Definition of Class
This is a supervisory position in which the incumbent supervises, manages, and directs the daily operations of the Parking Services Office within the University Police Department. The incumbent exercises discretion and independent judgment in developing a parking and transportation management system, preparing and managing budgets, participating in strategic planning, developing and implementing policies, procedures, and regulations. This position reports to the Director.

Examples of Work Performed
Develops and implements effective parking and transportation management system; to include the tracking and analysis of decal sales; overseeing parking facilities, lot usage and assignment; special event management programs; and billing operations.

Provides leadership in the management of assigned personnel to ensure productivity, efficiency, and timeliness of work activities and monitoring of customer service.

Responsible for all fiscal matters to include preparation, management, and analysis of budget; tracking of equipment purchases; processing of various reports and financial statements; ensuring compliance with University guidelines.

Plans and manages applicable computer systems; develops ideas and applies new technology through use of continuous process improvement.

Develops, tracks, and analyzes decal distribution/sales and citation processing; manages the collections and billing operation.

Serves as member of University’s standing Traffic Safety and Parking Committee.

Drafts and implements annual update of parking and traffic rules and regulations and parking guide and decal zone designations in adherence with state law and ensures successful communication of such information.

Develops working relationship and communication with University personnel, students, and visitors on parking and traffic concerns.

Serves as liaison for all parking and transportation matters; works in conjunction with Physical Plant and Facilities Planning to assess and anticipate needs for improvements. Participates in the design, development, and implementation of new parking areas and facilities.

Identifies and develops strategies to meet short- and long-term parking needs and coordinates current and future construction projects.

Provides knowledge and expertise of public transportation and parking systems. Manages and oversees parking facilities, lot usage and assignment.

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. Directs and manages all operations of Parking Services Office.
2. Responsible for all fiscal matters of Parking Services Office.
3. Develops, implements, and manages parking management system and applicable policies, procedures, and regulations.
4. Participates in developing short- and long-term strategies and coordinates construction projects.

**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 40 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; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university in Management, Business Administration, Public Administration, or related field.

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

**Licensure:**
Incumbent must be a Certified Administrator of Public Parking (CAPP) within one (1) year of employment. Must have a valid State of Mississippi driver’s license within first thirty (30) days of employment.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
**Interview Requirements**

Any candidate who is called to an agency 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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