Title: Coordinator, Parking Field Operations

Pay Scale Group: 11

Essential Function
Coordinate and direct parking facility operations, including overseeing the Motorist Assistance Program, cash handling and auditing, and other special programs; act as liaison with Public Safety Department and other University departments.

Characteristic Duties
1. Direct and coordinate parking facility operations; provide supervision of attendants and other employees; plan, assign and review work of subordinates; interpret policies and procedures; complete payroll records and reports.

2. Inspect parking facilities to ensure facilities and equipment are in proper working order; work with Parking Maintenance division to notify them of necessary repairs; responsible for programming and general repair of parking facility computer equipment. Work with vendor to resolve major problems with parking equipment.

3. Act as liaison for the department; attend departmental meetings and Board of Appeals meetings for parking violations.

4. Assist with administrative activities in office (i.e., order supplies, complete reports and records, replace cash register ribbon).

5. Supervise the cash handling and auditing of all cash on hand, banks and daily receipts for all parking operations. Act as department liaison with the bank cashiers’ office and the express service that transports cash to the bank.

6. Plan, develop and implement special parking programs including special parking requests, Motorist Assistance Program, and space utilization studies to maintain adequate usage of available facilities and determination of the number of decals for future sales.

7. Establish and review budget.

8. Perform related duties based on departmental need.

Unusual Working Conditions
• N/A

Minimum Qualifications
• High school/GED diploma; one year experience as Parking Facilities Attendant or equivalent; one year supervisory experience. Position requires current, valid driver’s license with acceptable driving record and an automobile.

Last updated: August 1988