Title: Coordinator, Parking Systems

Pay Scale Group: 62

Essential Function
Maintain parking services decal distribution, special parking permits, payment records and accounts, and assist in functional supervision of office staff.

Characteristic Duties
1. Coordinate parking services decal distribution, and violation records systems; assist in coordinating office operations; assist manager in functionally supervising office staff and training new employees; maintain inventory of supplies and forms; established office procedures; assist with operations planning and policy.

2. Coordinate payment records; audits and maintain payroll deduction and McMicken Society records; act as liaison with Student Accounts, Cashier’s Office, and collection agencies concerning delinquent obligations; coordinate deferred/installment payment plans for violations.

3. Initiate delinquent obligations, bills and correspondence (e.g., parking obligations and outstanding violations, non-returned keycards, internal/external parking accounts, special parking permits, etc.); determine availability for special parking requests.

4. Research and recommend disposition of lost, stolen, forged decals, and keycards; maintain keycard system; invalidate keycards; research vehicle registration and enter information into database; recommend impounding of vehicles; maintain impound list of lost, stolen, and revoked decals.

5. Generate statistical and informational report from database; review reports for errors and correct data; assist with implementation of office computer system enhancements, changes and developments; prepare computer system documentation.

6. Liaison to appeal committee to provide information (e.g., previous violations, courtesy voids, legal spaces, parking locations, etc.); process appeals and prepare appeal notification correspondence; enter appeal decisions into database.

7. Operate customer service window; perform routine clerical duties (e.g., answer phone, sort and file related materials and forms, enter ticket data into computer, count money, etc.).

8. Supervise student impound tag writers; design art work for decals; attend meetings.

Unusual Working Conditions
• N/A

Minimum Qualifications
• High school diploma/GED plus: one year of record management experience with concentration in accounting; six months training or experience in data systems and processing; three months training in office practices. Must be able to type.

Last updated: October 1990

An affirmative action/equal opportunity institution