Title: Assistant Director Parking Services

Pay Scale Group: 17-1

Essential Function

Under general supervision from a designated administrator, plan, control, and direct parking operations for the university campus.

Characteristic Duties

Develop and implement information systems for efficient utilization of parking services.

Develop and implement policies and procedures in coordination with other University units.

Analyze traffic flow, parking utilization, project demand and make recommendations to improve services.

Resolve user concerns.

Serve as a liaison to University departments.

Assist in the direction of daily operations.

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in Business or a related field. Experience must be related, (e.g. service operation, operations manager). Experience may also require at least one (1) year supervision.