

Middletown, CT Job Description

Classification Title	Director of Parking
Job Code	
Department	Parking Department
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to develop and administer the budget, operations, policies and programs of the Middletown Parking Department. Directs and participates in the planning, acquisition, construction, maintenance and operations of parking facilities and areas. ~~The work is performed under the direction of the Mayor.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Manage the fiscal and functional activities of the Parking Department. dDevelops and administers the budget. Provides for cash management, record keeping and accurate accounting of income and expenses.
- Coordinates the identification, acquisition, construction and maintenance of public park areas with other departments.
- ~~Provides for cash management, record keeping, and accurate accounting of income and expenses.~~
- Manages all metered public parking areas and off-street parking lots.
- Supervises daily operations, ~~which includes and resolving issues to include but not exclusive to:~~ coordination of work and repair of lots and equipment; snow removal; customer service; equipment operation; software operation and revenue control.
- Supervises personnel in the functional areas of office management, metered collections, metered repair, collections and enforcement as provide by Ordinance.
- Participates in the selection of new personnel. tTrains and instructs employees; administersemployees. Administers the Collective Bargaining Agreements and city policies. eEvaluates performance of employees, and recommends or administers progressive discipline.
- Reports delinquencies to the Department of Motor Vehicles and pursues delinquencies.

Middletown, CT Job Description

Classification Title	Director of Parking
Job Code	
Department	Parking Department
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

- Prepares a variety of narrative, financial and statistical reports
- Represents the department before the Common Council, and Commissions, local business association, commercial developers and community groups. Interacts with the public. Responds to complaints and facilitates appeal process for parking tickets., including but not limited to, the Parking Advisory Committee and the Economic Development Committee.
- ~~• Represents the department before local business associations, commercial developers and community groups. Interacts with the public, responds to complaints and facilitates the appeal process for parking tickets.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's degree in Business Administration, Public Administration or closely related financial field and four (4) years of experience in the administration of parking facilities.~~High School Diploma or equivalent and experience in Public Administration.

Appropriate education substitutions can be made.

Other

- ~~• A valid Connecticut Motor Vehicle Operator's License is required. Candidate will be required to pass a background investigation upon condition of employment.~~

PREFERRED QUALIFICATIONS

Bachelor's degree

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.~~Must possess analytical thinking and high relational skills

Middletown, CT Job Description

Classification Title	Director of Parking
Job Code	
Department	Parking Department
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives. Ability to appropriate data creation and present format of data~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- ~~Requires the a~~Ability to utilize reference, descriptive, consulting, design and advisory data and information such as financial statements, budgets, invoices, site plans, land/lease agreements, reports, agendas, plans, maps, program manuals, census data, legal briefs, economic analysis, and organizational analysis.
- ~~Requires the ability to communicate orally and in writing with the Director and all department staff, other City departments, local, state and federal agencies, citizen groups, developers, consultants, and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions

Middletown, CT Job Description

Classification Title	Director of Parking
Job Code	
Department	Parking Department
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

- Ability to Pperform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Eexercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~

Middletown, CT Job Description

Classification Title	Director of Parking
Job Code	
Department	Parking Department
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/04/15
----------------------	----------

Middletown, CT Job Description

Classification Title	Director of Parking
Job Code	
Department	Parking Department
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

Dates revised	
----------------------	--