

### CITY OF SANTA CRUZ SUPERINTENDENT OF PARKING SERVICES

Reports to: Parking Program Manager Supervises: Parking Services Supervisors

**Bargaining Unit:** Management

### **BASIC FUNCTION**

Under general direction, plans, coordinates and directs the day to day operation and maintenance of the City's parking programs and facilities, oversees a variety of parking enforcement, maintenance, and revenue functions, directly supervises subordinate supervisors and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This classification is responsible for coordinating the day to day activities of the City's parking programs and facilities. This class is distinguished from the lower level Parking Services Supervisor class in that the latter is responsible for the supervision of lower level staff.

## **TYPICAL DUTIES** (May include, but are not limited to those duties listed below.)

- Coordinates the day-to-day activities of the Parking Services Program.
- Plans, prioritizes, assigns, supervises and reviews the work of assigned staff.
- Assists in the development, implementation and prioritization of objectives, policies and procedures.
- Assists the Parking Program Manager in developing and monitoring various budgets within the parking services section.
- Develops financial reports and tracking systems for parking service operations, including equipment repair schedules, monthly revenue reports, financial forecasting models, and revenue/expenditure analysis for various parking operations.
- Oversees the capital improvement program schedule, implementation and budget.
- Coordinates, studies and surveys parking trends and space occupancy to achieve maximum space utilization and turnover.
- Manages the routine maintenance of all parking lots including landscaping, custodial, equipment and facility repair.
- Performs field samples and tests to identify revenue shortfalls and recommends corrective actions.
- Collects and analyzes data and provides regular reports to the Parking Program Manager and Traffic Manager on revenue, parking patterns, parking lot conditions, etc.
- Responds to questions, requests, and comments from the general public, City departments, contractors and other agencies regarding parking matters.
- Performs administrative review of parking citation complaints.
- Monitors activities to ensure compliance with safety regulations.

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### **WORKING CONDITIONS**

Position requires prolonged sitting, standing, and walking on level, uneven and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Near vision is required when reading plans, written reports and other documents, and far vision is required when inspecting work sites. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools, equipment and supplies weighing up to 25 pounds is also required. The job duties expose the employee to the outdoors, which may include exposure to fumes, dust, allergens, and air contaminants. The nature of the work may also require the incumbent to occasionally work in construction zones and heavy traffic conditions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

#### **MINIMUM QUALIFICATIONS**

#### **Knowledge:**

- Organizational development, administration, budget, and personnel management.
- Municipal parking programs;
- Methods and techniques of contract administration and project management;
- Parking operations and maintenance requirements;
- Pertinent Federal, State, and local laws, codes and regulations;
- Methods of cost analysis and quality control.

### **Abilities:**

- Effectively use data management computer programs;
- Evaluate parking programs and needs and to develop plans for modifications and improvements;
- Conduct surveys and write reports;
- Exercise a large degree of independent judgment in developing and executing programs for which responsibility is assigned;
- Plan and assign work for different operational functions;
- Communicate clearly and concisely, orally and in writing;
- Plan, direct and evaluate the work of others:
- Read and interpret engineering drawings and specifications.

### **OTHER REQUIREMENTS**

• Willingness to work irregular shifts, evenings and holidays, as needed.

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### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that provides the above knowledge and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school graduation or equivalent; and
- Four (4) years of experience in a comprehensive parking program including some supervisory experience.

### **LICENSES**

• Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.

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#### **Career Ladder**

- Parking Programs Manager
- Parking Services Superintendent
- Parking Services Supervisor or Parking Office Supervisor
- Senior Parking Control Maintenance Worker, Senior Parking Attendant, Parking Enforcement Officer, or Parking Office Representative
- Parking Control Maintenance Worker, Parking Facility Maintenance, or Parking Attendant