

Spec. Code: 3746(2358)
Occ. Area: 03
Work Area: 069
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 01/25/84

CAMPUS PARKING MANAGER

Function of Job

Under direction, manages parking, vehicle registration, and parking regulation enforcement programs for a university campus; selects, trains, assigns, and evaluates staff and student supporting personnel in conjunction with these programs.

Characteristic Duties and Responsibilities

1. develops and administers parking regulations and procedures, such as the issuance of motor vehicle registration devices to faculty, staff, and students
2. determines hours of work and general geographic areas of assignment for student and staff employees engaged in patrol activities for compliance with campus parking regulations
3. recommends changes in parking and traffic flow
4. formulates budget proposals relating to campus parking program
5. designs parking permits and violation tickets
6. establishes, reviews, and revises as necessary recordkeeping procedures to be utilized by subordinate clerical employees; directs the development of statistical reports as necessary
7. meets with campus advisory committees relating to parking regulations and review of violation tickets
8. is responsible for posting of regulatory signs and/or meters and their periodic inspection and maintenance
9. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) three years of managerial experience in a parking program

or

- (B) Baccalaureate degree in public administration, business administration, or other curricula related to the management of parking programs

or

- (C) a combination of the above totaling three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of supervisory methods and procedures