

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: PARKING ENFORCEMENT MANAGER

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification plan and manage all activities in the Public Services Department's parking enforcement program. Ensures parking enforcement program services, activities and records are in compliance with City, County and State laws, policies and regulations. Work involves scheduling, assigning and evaluating parking enforcement program activities. Supervises parking enforcement field officers and administrative support staff directly or through a subordinate supervisor. Receives general direction from the Public Services Director who reviews work for compliance with parking enforcement program goals and objectives. May serve as acting Public Services Director as assigned.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Manages the daily operations of the parking enforcement program.
- Develops budget recommendations for the parking enforcement program and maintains budget analysis. Assists in the development of parking enforcement ordinances.
- Directly, or through a subordinate supervisor, supervises the work of administrative support staff and parking enforcement field officers in all program activities. Provides technical direction and training, reviews and evaluates work of subordinates.
- Performs a variety of administrative duties associated with managing the parking enforcement program, reviewing and reporting on program activities, actions and accomplishments.
- Investigates and identifies reasonable solutions for complaints regarding parking violations and related citations that cannot be resolved at a subordinate level.
- Represents the City before community groups and other agencies in matters regarding parking enforcement.
- Prepares officers for court appearances on matters regarding parking enforcement.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Thorough knowledge of the City and State parking ordinances, laws and regulations.
- Considerable knowledge of the principles and practices, policies and procedures governing the scheduling and reporting of program activities.
- General knowledge of the principles and practices of supervision.
- General knowledge of the layout, legal boundaries and geography of the City.

PARKING ENFORCEMENT MANAGER

- Mechanical knowledge sufficient to repair and service parking meters

Physical Requirements:

- Ability to operate a variety of automated office equipment including personal computers.
- Ability to service and make mechanical repairs on parking meters.

Language Ability & Interpersonal Communications:

- Ability to effectively plan, supervise and evaluate the work of subordinates.
- Ability to communicate effectively with citizens, individually and in groups, and other agencies regarding department programs and activities.
- Ability to read and follow oral and written instructions. Ability to write program productivity and status reports, performance evaluations and information for presentation.
- Ability to read and interpret ordinances, regulations and other related documents pertaining to parking enforcement.

Environmental Adaptability

- Work is primarily performed in an office environment. However, occasional outdoor activities requires the ability to work in varying weather conditions.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires an Associates degree in a relevant field, (Bachelor’s degree is preferred), plus a minimum of 5 years of progressively responsible parking enforcement experience in a supervisory position; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Valid driver’s license. International Parking Institute (IPI) certification as a Certified Administrator of Public Parking.

College Park 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.

Approved: _____
City Manager Date