



PARKING & TRANSPORTATION DIRECTOR POSITION DESCRIPTION

GENERAL PURPOSE

Responsible for the overall management of the Parking & Transportation Department including the trolley system, paratransit services, parking management system, and Community Service Officers. This includes oversight of parking facilities, fleet management protocols, scheduling, maintenance, coordination, operations, and management of all aspects for the Transportation Department.

Provides oversight and shared direction of the Community Service Officers, in conjunction with the Chief of Police, with a variety of routine law enforcement and enforcing city ordinances governing parking and transportation matters.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Commission with oversight of the Parking & Transportation Commissioner.

SUPERVISION EXERCISED

This position exercises supervision overall parking and transportation employees and contractors, Parking Ramp Manager, and shares supervision of the Community Service Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs, manages, coordinates, and evaluates the operations of the staff and associated work within the Parking and Transportation Department; reviews progress and directs changes as needed.
- Performs supervisory responsibilities include interviewing, hiring, and training/development of all staff within the Parking and Transportation Department; and addressing complaints and resolving problems; and planning, assigning, and directing work.
- Directs the preparation of agenda items for the city commission and various committees or boards involved in transportation matters and activities, presents agenda items as needed.
- Develops, manages, and oversees the capital improvement plan for the department, to include managing, organizing, and developing CIP department projects.
- Leads the direction and development of short and long-range plans for the department; reviews and interprets data for studies, reports, and recommendations; coordinates department activities with other departments and local, state, and national agencies as needed.

- Responsible for the management of the department's budget; ensures cost control activities are in place, monitors revenues and expenditures with the department; assures sound fiscal control; prepares and presents annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Must have working knowledge of transportation equipment.
- Makes written recommendation to City Commission for discipline and/or dismissal of parking and transportation employees and contractors.
- Oversees the trolley and paratransit services within the transportation department.
- Monitors inventory of repair and replacement parts for the city transportation system.
- Oversees service contracts, cleaning services, routine maintenance and repairs.
- Prepares and presents the annual budget for the department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Develops and oversees fleet management practices for appropriate preventative and routine maintenance of equipment.
- Ensures all safety rules and regulations through the City's policies are followed and adhered to within the department.
- Oversees administrative matters that include keeping accurate records of operations, maintenance, and trolley schedules.
- Coordinates with the Chief of Police on the city's parking management system. (Parking & Transportation Committee, Community Service Officers, strategies, fees, etc.)
- Oversight of the parking management system and equipment.
- Implements recommendations for improvements, enhancements and repairs needed for the department.
- Answer a variety of questions from the public regarding parking regulations, parking facilities, basic traffic complaints, points of interest and other public information.
- Responsible for case documentation, parking violations, sending out violation letters and writing reports for ordinance violations related to parking matters.
- Oversees the operations of the parking garage(s) and ensures the overall maintenance and cleanliness of the parking facilities.

- Operate computers and electronic devices associated with the parking system(s).
- Coordinates with the appropriate departments when issues arise concerning the parking garage(s).
- Assist the Police Department in monitoring video cameras and is responsible to report any suspicious activity.
- Cooperates with other city departments and assists when needed.

PERIPHERAL DUTIES

- Performs a variety of miscellaneous duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from an accredited four-year college or university with a degree in a related field and/or a minimum of 5 years related experience.
- Must have supervisory experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Must have computer skills to run software associated with parking management system, fleet management and related programs.
- Must be able to plan, train, organize, delegate, and instruct all parking and transportation employees and contractors.

SPECIAL REQUIREMENTS

- Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without record of suspension or revocation in any other State.
- Possession of a valid South Dakota commercial driver's license (Class B) is highly encouraged.
- No felony conviction or disqualifying criminal histories.

TOOLS AND EQUIPMENT USED

Personal computer, including software associated with parking management system, fleet management, phone, copy machine, and parking management equipment.

PHYSICAL DEMANDS

The physical demands attached hereto are respectively those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to sit for a period of time. The employee must be able to lift or move 75 pounds. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception and ability to focus.

WORK ENVIRONMENT

The work environment characteristics attached hereto are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, fumes, or certain airborne particles. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually quiet to moderate in the office to noisy in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, and reference check; job related test may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.