



Job Title:	Parking Enforcement Supervisor		
Department/Group:	Parking	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	\$22.95 - \$30.00 hour	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:	Fax: 727-399-1131 Email: humanresources@madeirabeachfl.gov		
<p>ROLE AND RESPONSIBILITY:</p> <p>Directs the financial auditing of the daily revenue reports. Prepares operating and Capital Improvements Project (CIP) budget including revenue & fine projections. Manages office and technical staff including employee selection, performance evaluations and counseling. Develops and implements programs for the daily function of the parking system. Researches and analyzes data to present detailed and comprehensive financial impact(s) and revenue forecasting. Researches and prepares bid specifications and approves purchasing of all parking related products and services. Prepare and present parking related City Council agenda items. Represents City with other governmental agencies at public meetings. Responds to customer inquiries and/or complaints, both written and oral</p> <ul style="list-style-type: none"> • Complete and file citations and related reports • Performs routing maintenance and repair City parking meters. • Retrieves reports and appeals from City's Code Enforcement Officers. • Maintain maintenance records and complete reports on from all meter Repairs conducted, ensuring proper timing and functions of meters. • Determine an appropriate schedule for collecting money from City parking meters. • Identify and address parking-related ordinance violations. • Authorizes overpayment/refund requests. • Testify before special magistrate as required. • Installs/maintains digital pay stations as needed. • Collect and provide change from pay stations, count and deposit. • Respond professionally and courteously to public inquiries. • Operates and maintains assigned vehicle, utilizes maps for locating service are as required. • Operates a handheld computer to enter, retrieve, review or modify data, utilizing Microsoft Word, Excel, Internet, Email or other software, and operates general office or other equipment as necessary to complete essential functions. • Complete other related duties at the discretion of the Finance Director 			



QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Graduation from an accredited four (4) year college or university with a bachelor's degree in management, Accounting, and Business or a related field and two (2) years of experience in the management of a municipal parking system. Any equivalent combination of education, training, and experience. The employee in this position exercises independent judgment and initiative in performing advanced technical activities in parking management and planning. Assignments require the application of management skills and advanced technical knowledge.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of basic financial and accounting concepts.
- Ability to supervise, train, and effectively evaluate the work of subordinates.
- Ability to establish and maintain effective working relationships with the public and other City employees and subordinates.
- Ability to deal with the public effectively, courteously, and tactfully.
Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.
- Ability to express oneself logically and concisely, orally, and in writing.

PHYSICAL/WORKING REQUIREMENTS

Tasks require the regular and, at times, sustained performance of moderately physically. Demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, or rude/irate customers.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

ADA COMPLIANCE:

The City of Madeira Beach, Florida 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.

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Cover letters and resumes may be included but are not accepted in lieu of application form.
All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator

300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com