

CITY OF SALINAS

PARKING OPERATIONS OFFICER

BARGAINING UNIT/CLASS CODE:

SMEA / K02

DEFINITION

Under supervision to plan, coordinate and review the City's parking district programs, activities and provide responsible and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and general direction from the Fleet Maintenance Manager and Maintenance Services Director or other higher-level administrative personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Participate in the development and implementation of program goals, objectives, policies and priorities of the parking for the City of Salinas. Coordinate and review the work of contract service providers. Plan, organize and direct on-street and off-street municipal parking operations. Develop, recommend and administer revenue control and operational policies and procedures relating to on-street and off-street parking programs. Participate in the development and design of municipal parking facilities and related parking control systems. Respond to and resolve citizen inquiries and complaints regarding on-street and off-street parking issues and problems. Direct field surveys and the preparation of reports, studies, grant requests and documents regarding parking programs, issues and operations. Assist in the development, implementation and modification of new programs. Prepare recommendations on City codes, policies, ordinances, resolutions and their amendments, relating to on-street and off-street parking. Assist in the preparation and maintenance of the program budget. Monitor contract agreement compliance. May have to supervise, train and evaluate staff. Select, assess and approve appropriate parking supplies and materials. Diagnose and repair transient parking access revenue and control equipment. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, fine detailed plans and distinguish between different colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment; physical strength to lift up to 30 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

A combination of outdoor work inspecting parking lots and facilities and a business office environment. In the office, subject to sitting at a desk completing reports, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. On the job site, walking and standing for long periods of time, work in all types of weather environments. Ability to physically work in areas that have uneven surfaces and/or flat paved areas to inspect parking facilities.

QUALIFICATIONS

Knowledge of: Modern methods, techniques, principles and procedures used in the development, coordination and administration of parking programs and facilities. Principles and practices in the management and regulation of on-street and off-street parking programs in a municipality. Laws and ordinances pertaining to the regulation of municipal parking. Revenue analysis and scheduling methods. Principles and practices of administration, contract administration, budget, municipal purchasing and personnel management. Microsoft Windows. Basic operation of standard office computer applications.

**CITY OF SALINAS
PARKING OPERATIONS OFFICER (continued)**

Ability to: Develop, coordinate and maintain parking programs suited to the needs of the community. Analyze, interpret and explain parking regulations and codes. Establish and maintain effective revenue control systems. Establish and maintain effective working relationships and quality customer service with other department, agencies, the general public, commissions, local business leaders and community groups. Communicate clearly and concisely both orally and in writing. Supervise, train and evaluate subordinate staff. Operate a personal computer and related software.

License or Certificate: Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required would be any combination equivalent to an Associate of Arts Degree in Business Administration, Public Administration or a closely related field and five (5) years of increasingly responsible public agency work experience in a comparable paraprofessional position. Professional parking certifications desirable.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 5/05