

PARKING ADMINISTRATOR

PURPOSE AND NATURE OF WORK

This is a responsible supervisory and administrative position overseeing the operation of Consolidated Government's parking section. Work involves supervising the operations of parking facilities and administering the parking service and enforcement aspects of the parking meter program. Work involves considerable public contact and handling of confrontational situations. Work is performed with relative independence under the direction of the Transit and Parking Manager

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Trains, supervises and schedules the work of subordinates. Orders all supplies for the parking meter personnel. Monitors all revenues and expenses generated by the Parking program. Insures compliance with all parking procedures. Handles customer complaints regarding parking laws and parking violations. Coordinates the adjudication program on an as-needed basis. Oversees adjudication process and submits any necessary files, data or testimony to facilitate the process. Promotes contract parking by downtown businesses, and assigns parking spaces to contract clients. Prepares necessary reports and budget recommendations for section.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of accounting and/or bookkeeping principles.

Knowledge of civil law procedures as related to parking offenses, and legal terminology.

Ability to communicate effectively with subordinates, supervisors and the general public.

Ability to train subordinates.

Ability to outline operational problems and recommend solutions.

Ability to collect and organize data for subsequent reports.

Ability to read and interpret the City-Parish Ordinance for Parking, Parking Meters, Parking Garages and Enforcement.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in Liberal Arts and experience in customer relations, exposure to a legal environment, and some related supervisory experience; or an equivalent combination of training and experience.