

PARKING SYSTEM DIRECTOR

CLASS CONCEPT

This is professional work involving the management of a complex governmental parking system for state employees and visitors. Employee collaborates with local municipalities, the Triangle Transit Authority, construction, real estate and energy authorities regarding transportation issues, the design, development and modification of new and existing parking facilities, and then develops long-range strategic plans for integrating transportation and commuting needs with community development, land use, growth management, downtown revitalization and environmental issues. Employee reviews the State Government Master Plan to ascertain and plan for the impact on parking that results from future land holdings and reassignments, zoning ordinances and building projects; analyzes existing parking and commuting statistics to establish solutions that will ensure adequate parking facilities are readily available for state employees and visitors; and negotiates with private landlords for use of property for park-and-ride lots. Employee monitors and responds to legislative initiatives and inquiries; develops policies and position statements in support of the design of parking facilities, conducts surveys or studies needed to access needs, oversees an operating budget and receipts exceeding \$1.5 million annually; allocates spaces to departments; and designates lease rates for allocated parking spaces. Work also includes training departmental parking coordinators and division staff on rules and regulations. Employee makes minor and major changes in work methods and procedures to meet goals and program deadlines, initiates written standards of performance, provides on-the-job training to new employees and recommends individual employees for specialized training.

Work is performed under the general supervision of a Deputy Secretary and requires continuous contact with the legislature, other government officials, the news media, state employees and the general public in providing information on parking facilities, transportation, transitions and resolving related complaints.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Basic knowledge of principles and practices of urban planning and zoning.

Basic knowledge of local regulations governing community development.

Basic knowledge of accounting practices and principles, purchasing and business services.

Skill in developing effective working relationships with government officials, employees and citizens.

Skill in writing proposals for new policies and programs that address pertinent issues.

Ability to coordinate multiple programs.

Ability to direct and supervise the work of others.

Minimum Training and Experience Requirements

Graduation from a four-year college or university and four years of experience in personnel, budgeting or administrative management, two years of which must be in parking systems administration; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.