



JOB VACANCY ANNOUNCEMENT – Amended

Job Title: Director

Department: Off-Street Operations

Number of Vacancies: One

Employment Type: Full-Time

Representation: Non-Represented

Salary Range: 15A, \$107,944 - \$134,930

Posting Period: Monday, October 26, 2020 – Friday, November 6, 2020 (Internal Posting)

Persons Eligible:

Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months and have satisfactorily completed their probationary period for the position currently held. Applicants must meet the minimum requirements. Employees currently on the Excessive Use of Sick Leave list will not be considered for this position.

General Description:

The Director, Off-Street Operations directs, manages, and oversees the daily management and oversight of the off-street parking operation, consisting of all Off-Street Parking Facilities within Center City and throughout neighborhood areas of the City, totaling approximately 8,000 parking spaces. Reports directly to the Deputy Executive Director - Off-Street Parking.

Principal Duties:

- Ensures management staff adhere to all of the operational policies and procedures of the department.
- Anticipates operational concerns and/or problems and takes appropriate corrective action.
- Interacts with various support departments to ensure proper resources are provided for departmental needs and operation. Participates in procurement activities of the parking facilities by determining, with others, the selection of equipment, supplies, and materials needed. Monitors the ordering of necessary equipment and materials to ensure budgetary compliance.
- Monitors staffing and ensure appropriate levels are maintained through coordination with Deputy Managers.
- Formulates and provides oversight of the department's annual fiscal year budget.
- Monitors area parking rates and prepares recommendations for rate adjustments as needed.
- Implement operating procedures when necessary.
- Executes disciplinary action when needed. Implement progressive disciplinary actions under the guidance of human resources leadership and addressing and resolving employee issues within the Off-Street department and within the parking operator management team.
- Meets and works with government agencies, community groups, and associations to coordinate their parking needs.
- On-call 24 hours/7 days a week for any emergencies or operational concerns.
- Maintains proper levels of revenue control within the parking facility operation.
- Coordinates through Deputy Manager's advance planning for parking for upcoming major events and holidays.
- Reviews and directs parking patron complaints, concerns, and inquiries to appropriate staff for proper handling.
- Ensures proper physical appearance is maintained within all parking facilities. Monitors maintenance and capital improvement schedules for parking garages and lots.
- Interviews applicants for possible employment within the department.
- Negotiates and finalizes government fleet parking contracts and agreements.
- Provides on-going training and leadership to Parking Authority personnel working with the Finance, On-Street, Parking Planning, RPP, and Meters sections regarding off-street parking. Responsible for on-going performance reviews, training, and human resources employee relations within the Off-Street department.
- Conduct audits, field surveys, organize information and analyze data to suggest improvements to parking garages and alternative off-street parking solutions.
- Performs related work as required.

Required Knowledge, Skills and Abilities:

- Knowledge of the area's public/private parking industry.
- Knowledge of all Off-Street parking facilities.
- Knowledgeable of Local 700 collective bargaining agreement
- Ability to recognize operational concerns and implement the appropriate corrective adjustments.
- Excellent communication skills.
- Ability to manage a large staff of employees.
- Management experience in the parking industry.
- Experience handling duties and assignments that require multi-tasking.
- Knowledge of the principles and practices of off-street parking management.
- Familiarity with all applicable employment laws and the Parking Authority's Employee Handbook.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to understand, and interpret local, state, and federal parking regulations related to off-street management of facilities.
- Ability to establish and maintain effective working relationships with personnel from other City agencies, members of the business community, and the general public.
- Ability to work independently.
- Ability to read and interpret financial reports.
- Ability to multi-task and prioritize work activities.
- Ability to train, mentor, and develop personnel.
- Knowledge of contract administration (RFP process, legal terminology as it relates to parking contracts).
- Knowledge of the principles and practices of administrative analysis. Ability to collect, compile, and analyze data.
- Compose concise written reports; possesses strong reasoning, critical thinking, judgment, and analytical skillsets.

Minimum Acceptable Training, Experience, and Education: (Amendment)

- BA/BS degree preferred
- 8 - 12 years of related experience
- Minimum of 8 years of experience in the Off-Street Parking Operations
- ***Minimum of 4 years supervisory management experience is required.**
- Valid Driver's License.

Working Hours: Monday through Friday during normal business hours and after hours as required.

SELECTION PROCESS:

5% - ATTENDANCE

10% - ASSESSMENT

10% - PERFORMANCE EVALUATION

75% - ORAL INTERVIEW

INTERNAL APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. ONLY QUALIFIED APPLICANTS WILL BE INVITED TO TAKE THE ASSESSMENT AND THE ORAL INTERVIEW PHASE OF THE PROCESS. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 WILL BE PLACED ON THE ELIGIBILITY LIST.

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE EMAIL RESUME/APPLICATION TO:

HUMAN RESOURCES DEPARTMENT

HRADMIN@PHILAPARK.ORG