



JOB VACANCY ANNOUNCEMENT

Job Title: Manager

Department: Towing & Impoundment

Number of Vacancies: One

Employment Type: Full-Time

Representation: Non-Represented

Salary Range: 12A, \$79,928 - \$99,910

Posting Period: Thursday, July 9, 2020 – Wednesday, July 22, 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 has satisfactorily completed the probationary period for the position currently held.

General Description:

The objective of this position is to manage the daily operations of the Towing & Impoundment Department. Applicants should understand enforcement guidelines and with regard to parking regulations within the City of Philadelphia, as well as the Live Stop Program. Must be able to communicate efforts with other government related entities including the Philadelphia Police Department, Bureau of Administrative Adjudication, and Municipal Court – Traffic Division.

Principal Duties:

- Manage a significant number of employees assigned to multiple remote locations.
- Maintain a cohesive work environment through leadership principles.
- Monitor staffing levels and make adjustments as necessary.
- Evaluate employee discipline and progression.
- Communicate regularly with various departments in order to accomplish common goals.
- Evaluate and adapt training procedures to ensure that tasks are completed efficiently and safely.
- Manage sub-contractors working under the department's authority.
- Research and implement new equipment to advance department productivity.
- Produce detailed reports outlining the department's progress.
- Review and revise all analytical reports to ensure accuracy and clarity.
- Assist the PPD, PSP, and other city agencies with snow emergencies and the planning and analysis of special events within the city.

Required Knowledge, Skills and Abilities:

- Knowledgeable of towing and impoundment procedures.
- Knowledgeable of Auto Process, DMLS, PennDOT, and NCIC.
- Knowledgeable of Parking Enforcement Regulations for the City of Philadelphia.
- Proficient in Microsoft Excel and Microsoft Word.
- Requires excellent organizational, time management, communication and customer service skills.
- Must be able to think critically and problem solve.
- Ability to work under pressure and with time limitations.
- Ability to provide leadership while managing cross functional operations and teams.
- Must handle confidential and sensitive information with discretion.
- Must be able to work outdoors in all weather conditions.

Minimum Acceptable Training, Experience, and Education:

- High School Diploma or equivalent
- Minimum of 5 years of experience in the On-street division.

*** If selected for the position, the applicant must submit a three (3) year driver history report from PennDOT.**

***Working Hours: Schedule: TBD**

Essential Personnel: This is a 24 hour operation and essential personnel is subject to work in any emergency declared by the Mayor of Philadelphia or the Executive Director of the Philadelphia Parking Authority. Applicants must be accessible during all shifts including night shifts, weekends, and holidays.

SELECTION PROCESS:

65% - ORAL INTERVIEW,

30% - ATTENDANCE,

5% - LATEST ANNUAL PERFORMANCE EVALUATION

QUALIFIED APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW. APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. ONLY THOSE APPLICANTS WITH A TOTAL SCORE OF 70 OR HIGHER 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:

MR. DARRYL WHITE, MANAGER

HUMAN RESOURCES DEPARTMENT

HRADMIN@PHILAPARK.ORG