



Position Specification
Philadelphia Parking Authority

Deputy Executive Director, Finance and Administration

May 1, 2023



POSITION SPECIFICATION

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| Position | Deputy Executive Director, Finance & Administration |
| Organization | The Philadelphia Parking Authority |
| Location | Philadelphia, Pennsylvania |
| Reporting Relationship | Executive Director |
| Website | https://philapark.org |
| Recruitment Contact | On behalf of The Philadelphia Parking Authority: Rich Harrold Rich.Harrold@kornferry.com |

ORGANIZATION BACKGROUND

The Philadelphia Parking Authority (PPA) was created by the City of Philadelphia in 1950 pursuant to state law to address traffic congestion in a classic American city through reasonably priced off-street parking options. The PPA operates as a Commonwealth agency with a local focus. Over the decades, the PPA's successful business-oriented approach to fulfilling its public duties resulted in the significant expansion of its mission.

Today the PPA employs 1,000 people. Our mission has grown to include the regulation and enforcement of all on-street parking functions in Philadelphia, operation of the Philadelphia International Airport parking facilities, regulation of all common carrier and transportation network company service in the City, and administration of the Philadelphia automated redlight and speed camera programs.

The PPA works pursuant to statutes, ordinances, and agreements with state, federal, and local government, as well as private entities. The PPA is funded solely through revenue derived from our operations. With an annual budget of nearly \$300M, the PPA delivers over \$171M to our agents and partners each year.

ROLE OVERVIEW

The Deputy Executive Director for Finance & Administration is a C-Suite position. The successful candidate will not only act as the PPA's Chief Financial Officer, but also manage several related departments, including Risk Management, Procurement, and Payroll.

This position carries primary oversight responsibility for the overall financial affairs of the PPA and will require the ability to provide regular and meaningful fiscal guidance to Board Members, the Executive Director, and senior staff. A sound understanding of public finance, government accounting standards, and regulatory audit requirements is necessary to succeed in this role.



The Deputy Executive Director will also regularly interact with our federal, state, and local government agents, as well as private partners. This work, in conjunction with monthly presentations at public board meetings, will require a person with strong communication skills.

The PPA seeks a person with the experience, drive, and commitment to impactful government service to serve as Deputy Executive Director.

KEY RESPONSIBILITIES

- Provide overall financial oversight of the PPA as a C-Suite level employee.
- Provide regular financial advice to the Board and Executive Director.
- Directly manage the staff and operations of multiple departments, including Finance, Risk Management, Payroll, Procurement, Revenue Control, and Collections (over 50 people).
- Work closely with senior staff to develop and adhere to capital and operational budgets.
- Produce thorough and useful financial statements and reports.
- Manage banking, debt, and investment decisions and performance.
- Implement internal controls following best practices.
- Monitor and report financial performance to staff.
- Report financial performance, financial statements, balance sheets, and other key financial information to Board committees and to the Board at monthly public meetings.
- Remain current on all government accounting standards and requirements and modify PPA procedures as necessary for compliance.
- Work constructively with PPA's public and private business partners.
- Work with outside auditors and ensure compliance with the annual audit process.

PROFESSIONAL SKILLS

- Strong leadership abilities.
- Proven ability to lead finance departmental functions and staff.
- Prior supervisory and management experience is required.
- Knowledge of government debt financing.
- Knowledge of government accounting standards is preferred.
- Knowledge of accounting principles.
- Strong financial background and knowledge of creating and implementing budgets for many entities.
- Strong listening and problem-solving skills.
- Ability to work on a collegial basis with colleagues.



EDUCATION & EXPERIENCE

- Master's Degree preferred.
- CPA preferred.
- 10 – 15 years of related experience.
- Ten years of progressively responsible public administration experience with heavy emphasis on municipal and state finance background, including exposure to key administrative and managerial areas such as finance, budget, real estate, planning program coordination, and personnel.
- At least eight years of responsibility managing and directing at least one class of work within this finance & administration executive job description.

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Rich Harrold

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