



Parking Services Assistant Manager

Reports to: Manager of Public Safety

Selection: Application and Interview. Process includes but is not limited to:
Education, Oral Interview, Past Job Performance, Background Check, and
On-Call Availability.

Examples of Work:

Schedules and supervises multiple parking attendant teams who perform semi-skilled tasks. Plans daily work assignments based on event activity to meet client and guest parking requirements. Supervisor must be versed in basic knowledge of administrative, accounting, and personnel duties and responsibilities. Requires audit oversight and responsibilities for revenue generation, ticket accountability and control. Work exposes the employee to individuals who may display erratic behavior and may be required to resolve disputes.

Physical Requirements:

1. Overall good health to include sight, hearing, walking and stooping.
2. Work requires sitting, standing, information data entry and retrieval, and utilization of the telephone system to coordinate scheduling activities.
3. Demonstrate a clear radio voice for communicating with a two-way radio unit.
4. The employee is exposed to elements of weather including rain, snow, sleet, extreme cold and heat in performing the interface with departmental staff and the public.

Qualifications:

- Must have a minimum of 5 years of business related experience.
- Completed an associate's degree from an accredited junior or community college or equivalent by successfully completing 2 years from an accredited university of college or military experience through achieving the rank of E5 or higher.
- Demonstrated self-starter, organized in administrative tasks, and ability to handle simple to complex personnel issues.



- Must have the ability to clearly articulate written policies, procedures and guidelines through written and oral communications.
- Posses advanced knowledge of Window's Operating System and related programs with proficiency in MS Word and Excel.
- Basic understanding of accounting practices and procedures to effectively execute the requirements of the position.
- Ability to analyze and evaluate resource requirements for staffing based on review of event documents and special requirements levied by Event Coordinators.
- Must be self-motivated, and display initiative and imagination to successfully execute the duties and responsibilities of the position.

Duties and Responsibilities:

- This position involves but is not limited to identifying labor requirements based on event activity from the distributed Event Documents.
- Work closely with contracted labor services (Randstad In-House Services) to ensure adequate and qualified staff has been scheduled.
- Audit parking tickets to ensure accountability and control of parking tickets.
- Conduct daily audit of monies generated from the sale of parking tickets.
- Consolidate daily Parking Lot Receipt Forms, audit and verify accuracy of information contained thereon.
- Prepare monies for daily deposit and verify parking lot banks, insuring that deposits are provided to the Accounting Department at the prescribed time. Verify labor hours from previous day and post to Profit and Loss (P&L) Statement, Parking. Verify revenue generated by position/lot and post to P&L Statement.
- Coordinates with each Event Coordinator for parking pass requirement, prepare and distributes passes to the Event Coordinator.
- Reviews employee recorded time & attendance.
- Conflict resolution.
- Assists the Manager of Public Safety in the preparation of billing documents.
- Performs other duties as assigned.