

PARKING FACILITIES COORDINATOR**NATURE OF WORK**

This is responsible work coordinating the daily operations of the County parking facilities located at the Governmental Center/Main Courthouse and South County Courthouse.

An employee in a position allocated to this class is responsible for overseeing the parking personnel, monitoring facility and equipment operations, auditing revenue collections, making parking assignments, preparing reports, and maintaining records. The employee responds to any/all parking related emergencies during normal working hours and after normal working hours, as required. Work is performed independently under operating guidelines. Work is reviewed by the Access Manager through reports, conferences and observations of parking operations.

EXAMPLES OF WORK

Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends hiring, termination and promotion of staff.

Supervises employees in the day-to-day operations of the facilities, counsels employees and maintains records concerning work performance.

Prepares work schedules and maintains time records.

Maintains parking facility waiting list and assigns available spaces. Issues parking permits.

Programs parking system equipment and maintains parking access database. Administers and maintains parking related software.

Coordinates with user agencies concerning utilization of facilities and routine requests for after-hours activities.

Prepares utilization reports, daily cash receipts and revenue collection reports. Generates other pre-defined reports from the parking management software program.

Ensures parking regulations are enforced by towing, ticketing by Sheriff's deputy or other method.

Supervises contractors and vendor service-related activities performed by outside vendors for parking equipment and services.

May make emergency decisions with regard to equipment failures or problems. Performs minor repairs and maintenance on equipment.

Maintains inventory of supplies and equipment for proper operation of the facilities.

Recommends purchases to the Access Manager and may prepare requisitions for approval.

Completes annual fixed asset inventory.

Investigates and resolves or assists in the resolution of complaints from the general public or County agencies.

Responds to parking related requests and explains parking policies and procedures.

Performs related work as required.

PARKING FACILITIES COORDINATOR - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of off-street parking lots and garage operations.

Knowledge of State, City and County traffic codes and manuals pertaining to traffic controls and devices.

Knowledge of the basic capabilities and functions of word processing and spreadsheet software applications.

Skill in working with small electronic equipment and software.

Ability to use spreadsheet, word processing and database programs to complete reports.

Ability to assign work and supervise subordinates in work performance.

Ability to train personnel in proper procedures.

Ability to organize the work and use of equipment.

Ability to establish and maintain effective working relationships with other employees, user agencies and the general public.

Ability to communicate effectively, both orally and in writing.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; two (2) years of experience in parking operations including supervision, revenue collection, and operation of access control equipment; or any equivalent combination of related training and experience.

NECESSARY SPECIAL REQUIREMENT

A valid Florida Driver's License.

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