AUBURN
Human Resources

# Dir, Parking Services

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | EA02 |
| Job Description Title | Dir, Parking Services |
| Pay Grade | TR19 |
| Range Minimum | $85,690 |
| 33rd % | $108,540 |
| Range Midpoint | $119,960 |
| 67th % | $131,390 |
| Range Maximum | $154,240 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 4/4/2023 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Transportation |
| Job Function: | Parking & Transit Services |

## JOB SUMMARY

Reporting to the Associate Vice President of Administration Effectiveness, the Director of Parking Services is responsible for providing leadership, expertise and management for parking operations on the Auburn University campus which includes parking lot zoning, parking rules and regulations, and the use of technology to make parking easier to find for faculty, staff and students, and management of the campus micro-mobility program. Responsible for developing and implementing a strategic plan for campus parking and ensuring programs and services are actively communicated to campus constituents and visitors.

Works closely with the Director of Transportation Services to ensure alternate modes of transportation are available for AU faculty, staff, and students to utilize. Coordinates assigned activities through collaboration with other divisions, outside agencies, and the general public. Provides highly responsible and complex staff assistance to the Associate Vice President of Administration Effectiveness.

## RESPONSIBILITIES

- Evaluates, develops, and implements changes, enhancements, and improvements for Auburn University Parking Services identifying and utilizing new technology and developments found in the parking industry. Attends regional and national conferences to review and evaluate new initiatives to determine applicability to the development of the strategic vision for Parking Services operations.
- Establishes the traffic and parking requirements for on-campus events and assists other areas in planning and implementing the required actions of the event to include managing game day towing, vehicle release, answering questions, and resolving issues which may occur.
- Plans, implements, and manages the registration of vehicles and the sale of parking permits. Examines proposals relating to the formation of new or revised parking regulations as to their need and practicality.
- Researches, recommends, and implements new parking services technologies that will benefit the University. Communicates changes in parking zones, regulations, registration, and other parking related matters to faculty, staff, and students.
- Develops budgets for area of responsibility and monitors spending; drafts policies and procedures for considerations, and participates in short and long term planning for Parking Services.
- Develops Athletic game day parking plans for donor and public parking. Determines if additional lots can be used and works with the vendor on adding them to the inventory. Makes recommendations on ways to improve game day parking and postgame egress using technology and other means.
- Reviews all construction projects for any impact on any of the transportation options and plays an active role in the discussion of the Campus Master Plan to ensure that any requirements for transportation are discussed before the plans are finalized.

## RESPONSIBILITIES

- Serves as Co-Chair of the University Transportation and Parking Committee; speaks at conferences and classes regarding the technology used in parking as well as how it relates to sustainability.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | In Management, Operations Management, Public Administration, or related field. | and | 6 years of | Experience in operations management with at least 3 years in the parking industry. Must have at least 3 years of experience supervising full time employees. | |

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| Substitutions Allowed for Education | Yes |

*Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of budget preparation and execution. Knowledge of general parking regulations, enforcement, and zoning regulations. | |
| Knowledge of business and management principles involved in strategic planning and coordination of people and resources. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | | X | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

**Vision Requirements:**

Ability to see information in print and/or electronically.