AUBURN
Human Resources

Exec Dir, Parking & Transportation Services

Job Description

JOB INFORMATION

Job Code	EA05
Job Description Title	Exec Dir, Parking & Transportation Services
Pay Grade	TR21
Range Minimum	$109,410
33rd %	$142,240
Range Midpoint	$158,650
67th %	$175,060
Range Maximum	$207,880
Exemption Status	Exempt
Approved Date:	6/5/2026 10:28:35 AM
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JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Parking & Transit Services

JOB SUMMARY

Reporting to the Associate VP of Administrative Effectiveness, the Executive Director provides strategic leadership and fiscal management for the University's parking, transportation, and mobility ecosystem. This position is responsible for the visionary planning of campus access, ensuring that mobility services are innovative, safe, and seamlessly integrated into the University's Master Plan and the City of Auburn's infrastructure.

RESPONSIBILITIES

- Architects the long-term vision for campus mobility by integrating emerging technologies (e.g., smart-parking, EV infrastructure) and industry best practices to enhance stakeholder safety and operational efficiency.
- Directs multi-source revenue streams and complex operating budgets. Develops capital expenditure strategies and monitors high-value procurement to ensure long-term departmental sustainability.
- Serves as a key stakeholder in the Campus Master Plan discussions, ensuring that all new construction and land-use projects prioritize effective traffic flow and parking capacity.
- Represents the University in high-level negotiations and planning sessions with the City of Auburn and regional agencies to synchronize road infrastructure, traffic patterns, and shared transit interests.
- Serves as the primary University ambassador for mobility issues. Delivers executive-level communications to campus constituents and ensures a culture of principled, high-tier customer service.
- Orchestrates complex transportation and parking strategies for high-profile University events, including Gamedays, recruitment cycles, and commencement, in collaboration with Athletics and senior administration.
- Directs the recruitment, performance management, and professional development of an effective and efficient staff, ensuring the unit meets the evolving technical and service needs of the University.
- Represents Auburn University on national and regional boards/committees to influence industry standards and import best practices that benefit the University’s strategic objectives.

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

Supervisory Responsibility	Supervises others with full supervisory responsibility.

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 Business Administration, Public Administration, Operations Management, or related field.	and	7 years of	progressive experience in the management of transportation services and operations.	Or
High School Diploma or GED	High School Diploma	and	15 years of	progressive experience in the management of transportation services and operations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of mass transit and parking operations, planning, management, and procedural analysis for developing efficient and cost reduction strategies.	
Knowledge of local, state, and federal transportation regulations.	
Knowledge of relevant equipment, policies, procedures, and strategies to promote public safety and security.	
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

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.