

JOB INFORMATION

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| Job Code | EA05 |
| Job Description Title | Exec Dir, Parking and Transportation Services |
| Pay Grade | TR21 |
| Range Minimum | \$106,230 |
| 33rd % | \$138,100 |
| Range Midpoint | \$154,030 |
| 67th % | \$169,970 |
| Range Maximum | \$201,840 |
| Exemption Status | Exempt |
| Approved Date: | 3/23/2026 9:03:11 AM |
| Legacy Date Last Edited | 7/26/2018 |

JOB FAMILY AND FUNCTION

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|---------------|----------------------------|
| 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

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|----------------------------|---|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
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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 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 | 10 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.