MANAGER OF PARKING AND COMMONS OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing, supervising and directing the City’s entire parking system, including municipal parking garages, off-street parking lots, on-street paid parking and pay stations. The work also involves managing and supervising operation and maintenance activities of the downtown Ithaca Commons outdoor pedestrian mall. The Manager of Parking and Commons Operations oversees both the operation and enforcement functions of the parking system, including the daily operation of parking garages and surface lots; the collection, repair and installation of parking meters and pay stations; and parking enforcement functions and activities. The Manager of Parking and Commons Operations is also responsible for recommending parking policies and programs for the City, and for implementing them and communicating them to the public after their adoption. The Manager of Parking and Commons Operations monitors and summarizes parking revenues, expenses and usage patterns, and recommends changes to parking rates, programs and regulations. The Manager of Parking and Commons Operations also manages the cleaning and general maintenance of the Ithaca Commons, and support of activities on the Ithaca Commons. The work is performed under the general supervision of the Superintendent of Public Works with considerable leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over the work of supervisory staff, parking lot attendants, community service officers, and maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages and coordinates the activities of the Commons Maintenance, Parking Operations, and Parking Enforcement sections;
Supervises the operation of parking facilities, including parking garages, off-street parking lots, on-street paid parking and pay stations;
Supervises, directs and evaluates job performance of subordinate employees;
Meets with government officials, business owners and citizen groups regarding parking programs, policies and related matters;
Develops and establishes policies and procedures for the maintenance, installation, removal, repair and collection of parking meters and pay stations located throughout the City;
Oversees the preparation of the Division’s operating budget and, in conjunction with the Engineering Division, recommends long-term capital improvements for parking garages, surface lots, on-street pay equipment, and features associated with the Ithaca Commons;
Works cooperatively and coordinates operations with other City departments involved in activities related to parking and the Ithaca Commons;
Collects and summarizes data, including revenues, expenses and usage patterns;
Monitors existing and recommends new revenue control equipment and other parking equipment and management techniques for both on-street and off-street parking;
Represents the City at a variety of meetings and on a variety of committees on matters related to parking and Commons operation and maintenance.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of best practices, procedures, technology and equipment used in the
management, operation and maintenance of large municipal parking facilities, structures and on-street
parking equipment; thorough knowledge of the modern methods of enforcing parking control
regulations and ordinances; thorough knowledge of City ordinances and New York State vehicle and
traffic laws pertaining to parking and parking violations; good knowledge of hardware and software for
revenue and access control for on and off street parking operations; good knowledge of maintenance
activities for urban public spaces; working knowledge of City budgetary procedures; ability to
supervise, direct and evaluate the work of others; ability to establish and maintain effective working
relationships with others; ability to understand and interpret complex written material; ability to collect
and interpret financial and statistical data; ability to prepare narrative reports; ability to communicate
effectively, both orally and in writing; physical condition commensurate with the demands of the
position.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor’s Degree in public administration, business administration,
management, engineering, architecture, municipal or regional planning, urban planning, or a
closely related field with similar course curriculum and two (2) years of full-time paid experience,
or its part-time paid equivalent, in parking operations or exterior property repair and maintenance,
at least one (1) year of which must have been in a supervisory capacity;

B. Possession of an Associate’s Degree in public administration, business administration,
management, engineering, architecture, municipal or regional planning, urban planning, or a
closely related field with similar course curriculum and four (4) years of full-time paid experience,
or its part-time paid equivalent, in parking operations or exterior property repair and maintenance,
at least one (1) year of which must have been in a supervisory capacity;

C. Graduation from high school or possession of a high school equivalency diploma and six (6) years
of full-time paid experience, or its part-time paid equivalent, in parking operations or exterior
property repair and maintenance, at least one (1) year of which must have been in a supervisory
capacity;

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C)
above.

Note: College degrees must have been awarded by a college or university accredited by a regional,
national, or specialized agency recognized as an accrediting agency by the U.S. Department of
Education and/or U.S. Secretary of Education. If an applicant’s degree was awarded by an educational
institution outside the United States and its territories, the applicant must provide independent
verification of equivalency. A list of acceptable companies who provide this service can be found at
https://www.cs.ny.gov/jobseeker/degrees.cfm. Applicants are responsible for payment of the required
evaluation fee.