# Auburn University Job Description

**Job Title:** Dir, Parking & Transit Services  
**Job Code:** EA05  
**FLSA status:** Exempt  
**Job Family:** No Family  
**Grade 36:** $59,700 - $99,600

## Job Summary
Directs and oversees the operations of the University's Parking Services and the coordination for the Tiger Transit System.

## Essential Functions

1. Oversees and directs the operations of the Tiger Transit system and the parking enforcement program.
2. Plans, implements, and evaluates methods and practices necessary for the assurance of successful logistical operations for athletic events.
3. Creates, develops, implements and evaluates changes, innovations, enhancements, and improvements in the Transit System and parking unit in order to meet approved goals and objectives.
4. Develops, manages, oversees, monitors, and authorizes expenditures and oversees the operating budget for parking and transit services.
5. Offers constructive and agreeable resolutions of internal and external constituent parking and transit issues.

## Supervisory Responsibility
Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*
Auburn University Job Description

Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Public Administration, Management or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>7</td>
<td>Experience in coordinating and/or managing parking/transit operations</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of mass transit operations, planning, management, and procedural analysis for developing efficient and cost reduction strategies.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, talking, hearing.

Job occasionally requires sitting, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012