
Auburn University Job Description

Job Title:	Supv, Parking Services	Job Family:	No Family
Job Code:	NB48	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Supervises and coordinates daily field activities of parking enforcement employees.

Essential Functions

1. Coordinates and supervises the operations and work activities of the parking enforcement staff to ensure accurate and effective campus parking rules and regulation enforcement.
2. Coordinates parking and traffic requirements and activities for special events; ensures appropriate staffing, parking, and traffic control.
3. Communicates with parking customers regarding imposed or possible fines, as well as other parking-related issues.
4. Regularly observes and analyzes utilization of parking spaces, lots, and signage; determines if changes are needed.
5. Recommends revisions to university-wide parking enforcement procedures, regulations, and programs.

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.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	3	Experience in supervision, scheduling and prioritizing work assignments, training, planning, monitoring budgets, and in customer contact.

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 general parking regulations and procedures, conflict resolution techniques, and supervision policies and procedures.

Certification or Licensure Requirements

Valid Driver's License

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 3/5/2015
