
Auburn University Job Description

Job Title: **Assoc Dir, Parking**

Job Family: No Family

Job Code: **EA02**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Reporting to the Director, Transportation Services, responsible for providing leadership, expertise and management for parking operations on the Auburn University campus which includes parking lot zoning, parking rules and regulations, and the use of technology to make parking easier to find for faculty, staff and students. Responsible for developing and implementing a strategic plan for campus parking and ensuring programs and services are actively communicated to campus constituents and visitors.

Works closely with the Associate Director of Transportation Services to ensure alternate modes of transportation are available for AU faculty, staff, and students to utilize. Coordinates assigned activities through collaboration with other divisions, outside agencies, and the general public. Provides highly responsible and complex staff assistance to the Executive Vice President.

Essential Functions

1. Evaluates, develops, and implements changes, enhancements, and improvements for Auburn University Parking Services identifying and utilizing new technology and developments found in the parking industry. Attends regional and national conferences to review and evaluate new initiatives to determine applicability to the development of the strategic vision for Parking Services operations.
2. Establishes the traffic and parking requirements for on-campus events and assists other areas in planning and implementing the required actions of the event to include managing game day towing, vehicle release, answering questions, and resolving issues which may occur.
3. Plans, implements, and manages the registration of vehicles and the sale of parking permits. Examines proposals relating to the formation of new or revised parking regulations as to their need and practicality.
4. Researches, recommends, and implements new parking services technologies that will benefit the University. Communicates changes in parking zones, regulations, registration, and other parking related matters to faculty, staff, and students.
5. Develops budgets for area of responsibility and monitors spending; drafts policies and procedures for considerations, and participates in short and long term planning for Parking Services.
6. Develops Athletic game day parking plans for donor and public parking. Determines if additional lots can be used and works with the vendor on adding them to the inventory. Makes recommendations on ways to improve game day parking and postgame egress using technology and other means.
7. Reviews all construction projects for any impact on any of the transportation options and plays an active role in the discussion of the Campus Master Plan to ensure that any requirements for transportation are discussed before the plans are finalized.
8. Serves as Co-Chair of the University Transportation and Parking Committee; speaks at conferences and classes regarding the technology used in parking as well as how it relates to sustainability.
9. Performs other related duties as assigned by the Executive Vice President.

Supervisory Responsibility

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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	Four-year college degree	Degree in Management, Operations Management, Public Administration, or related field.
Experience (yrs.)	6	Experience in operations management with at least 3 years in the parking industry. Must have 3 years of experience supervising full time employees.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of budget preparation and execution. Knowledge of general parking regulations, enforcement, and zoning regulations. Knowledge of business and management principles involved in strategic planning and coordination of people and resources.

Certification or Licensure Requirements

None

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 sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Date: 3/26/2021
