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## Auburn University Job Description

Job Title:	<b>Dir, Transportation Services</b>	Job Family:	No Family
Job Code:	<b>EA05</b>	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

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### Job Summary

Reporting to the Chief Operating Officer, responsible for providing leadership, expertise, and management for the administration of the Department of Parking and Transportation, including directing and monitoring daily activities, developing and implementing a strategic plan for the department, ensuring programs and services are actively communicated to campus constituents and visitors, and recommending changes and improvements for University parking, transportation, and vehicle operations.

### Scope

Responsible for overseeing the parking and transit services across Auburn University's 1,841 acre campus and serving the parking and transit needs of roughly 30,000 students and over 5,000 full-time employees including faculty, administrative/professional employees, and university staff. Oversees the transit services routes which extend off-campus to provide transportation to students, game day attendees, and various other visitors and constituents. Management of transit services includes coordinating the operations of a fleet of approximately 70 buses and overseeing the transit provider contract usually valued at roughly \$9,000,000. Responsible for the total revenue generated by parking registration each year (approximately \$1,900,000) and from transit operations (approximately \$8,800,000). Supervisory responsibility for approximately 30 full-time employees as well as multiple TES and student positions housed within a facility of roughly 3,500 square feet.

### Essential Functions

1. Develops, implements, and evaluates changes, enhancements, and improvements in Transit Services and Parking Services based on new technology and developments in the parking and transit industry. Attends regional and national conferences to review and evaluate new initiatives to determine if they are applicable to Auburn University. Becomes actively involved in conferences and associations by being a member of committees and boards and establishes a strong line of communication between Auburn University and other universities as a means to share ideas and determine best practices for the overall benefit of the University.
  2. Directs and accounts for multi-source revenues in line with planning, developing, and monitoring operating budgets for Parking Services and Transit Services. Develops long-term plan for capital expenditures and monitors purchases that will improve the service provided by both departments.
  3. Determines the overall direction and management of Parking Services and Transit Services by utilizing best practices and innovative programs for parking management and for active and transit-oriented transportation to, from, and within campus. Supervises the activities of professional staff in matters relating to performance, promotions, disciplinary procedures, and personnel issues and ensures training and development needs of staff are met.
  4. Coordinates with the University's Athletic Department to ensure that the logistical and transportation needs are met for various athletic events, especially home football, basketball, baseball, and gymnastics events. Coordinates with other departments such as Student Recruitment, First Year Experience, Career Center, and others in regards to event parking and transportation to ensure that the events are successful.
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5. Reviews all construction projects for any impact on the transit and parking flow on the Auburn University campus and plays an active role in the discussion of the Campus Master Plan to ensure that any requirements for transit and parking are discussed before the plan is finalized.
6. Assists with various special projects assigned by the Administration that involve the transportation and/or parking on the Auburn University campus.
7. Serves as an ambassador for the University in transportation related issues by promoting and representing the University in both written and oral communications. Ensures programs and services are actively communicated to campus constituents and visitors and that the department provides principled and excellent customer service.
8. Serves as Auburn University's parking and transit representative at the quarterly City of Auburn/Auburn University strategic planning meetings to ensure that any new developments or improvements from the city do not impact the transportation and parking on the campus or the University's transit routes which extend into the city. Presents any future considerations for changing in parking and/or transportation on the University campus that would impact the infrastructure of roads or traffic patterns within the city.
9. Performs other duties as assigned by the Chief Operating Officer.

## **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.*

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## Auburn University Job Description

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Public Administration, Management, or related field.
<b>Experience (yrs.)</b>	10	Experience in coordinating and/or managing parking/transit operations including at least 5 years of management experience.

#### **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 and parking operations, planning, management, and procedural analysis for developing efficient and cost reduction strategies.

#### **Certification or Licensure Requirements**

None Required.

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### 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, sitting, talking, hearing, handling objects with hands,

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Date: 7/26/2018

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