



Job Specification

Job Title: Manager, Parking & Transportation Operations
BCAT Code: 456X AA
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Manages and oversees all parking and transportation related functions for the University.

Examples of Duties

- Supervises parking operations management, including remote parking operation (eg. stadium).
- Conducts routine inspections for the parking areas.
- Holds weekly staff meetings with both contracted and non-contracted personnel.
- Serves as the primary operations manager and will directly supervise the parking operation management team for self-operating parking.
- Hires, trains on policies, procedures and Powerpark software application when applicable.
- Serves as operational back-up for parking attendants and enforcement personnel when needed.
- Plans, prepares and implements parking and transportation arrangements for group/events and parking registration.
- Establishes operational procedures and policies related to parking and transportation functions.
- Coordinates special events.
- Coordinates student, faculty and staff parking registration, PantherCard issues and retail issues.
- Serves as first point of contact/liaison with faculty, staff, students, administrators, guests of the University, Board of Regents staff and the general public on all parking and transportation related issues.
- Oversees the preparation and maintenance of all appeal records, logs, and reports.
- Oversees the design, selection, and ordering of parking decals faculty, staff and student use for new fiscal year.
- Assists with preparation of parking advertisements/informational pieces for each semester.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of parking operations and transportation systems.
- Ability to coordinate multiple projects simultaneously.
- Ability to make sound decisions and use good judgment.
- Ability to communicate effectively verbally and in writing.
- Ability to supervise and direct the work of others.
- Proficiency with word, spreadsheets, and database programs.

Minimum GSU Hiring Standards

Bachelor's degree and two years of supervisory/managerial related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.