



Job Specifications

Job Title: Parking Services Supervisor
BCAT Code: 805X AJ
Pay Grade: G11

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

General Description

Oversees the operation of the parking decks on the Georgia State University campus.

Examples of Duties

- Recruits, trains, schedule, and provide direct supervision of assigned parking attendant staff.
- Provides information, directions, and assistance parking patrons of the University community consisting of faculty, staff, students, visitors, guests, and contractors.
- Effectively communicates parking policies, procedures, and regulations to the University community and the public.
- Assists the Auxiliary and Support Services main office with special projects, operational transactions, including special events.
- Assists parking enforcement staff and GSU police officers as needed.
- Maintains a clean and orderly work environment.
- Repairs or reports malfunction of parking access control equipment to supervisor.
- Operates a cash register and/or comparable computer with reconciliation drawer.
- Collects payments for parking from parking patrons and properly makes change and issues receipts to customers.
- Reconciles cash drawer, tickets/permits, and system reports on a daily basis with a high degree of accuracy.
- Documents any cash shortages or overages.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of parking services management and planning concepts.
- Working knowledge of PowerPark parking management software.
- Familiarity with the Americans with Disability Act.
- Ability to communicate effectively verbally and in writing.
- Proficiency with word processing, spreadsheets, and database software.
- Must be able to work under inclement weather conditions.
- Must be able to walk the parking facilities and be able to direct and advise customers.
- Must be able to lift as least 25 pounds.
- Must be able to operate some parking equipment.

Minimum GSU Hiring Standards

Associate's degree and four years related experience; or a combination of education and experience. Bachelor's degree preferred. Must be able to work various shifts (days, evenings, nights; including holidays and weekends)

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.