### CITY OF OMAHA
### CLASS SPECIFICATION

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE: ASSISTANT PARKING AND MOBILITY MANAGER</th>
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<td>BARGAINING UNIT: CIV MANAGEMENT</td>
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### NATURE OF WORK:

This is responsible professional and technical work managing the on-street parking, curbside uses, public parking garages and lots of the City of Omaha.

Work involves responsibility for oversight of the contractor selected to manage the public parking garages and lots; oversight of staff involved with operations and maintenance of on-street metered and unmetered parking spaces, oversight of the establishment of processes and policy related to curbside uses, selection of design consultants and construction consultants for the construction of new garage facilities and parking lots; establishment of recommended user fees; and formation of the annual budgets and capital improvement programs for the construction and operation of all public parking facilities. Work also involves the completion of a comprehensive downtown parking study approximately every three to four years. An employee in this classification exercises considerable independence in the performance of duties; however, work is subject to review by a supervisor. Supervision may be exercised over subordinates.

### ESSENTIAL FUNCTIONS: (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Oversees the contractor selected to manage all parking facilities; conducts weekly meetings with contractor and individual garage managers and office managers to address employee issues, customer concerns, and parking programs.

Oversees the operation, revenue collection, and maintenance of metered and unmetered on-street parking spaces.

Manages staff and assigns tasks to employees involved with day-to-day operation and maintenance of parking facilities; monitors performance to ensure goals and objectives are met.

Assist in preparation of requests for proposals for the selection of design consultants for parking garages and lots and serves on selection committees; arranges and conducts design meetings for all new parking facilities to gain public input regarding design of facilities; holds regular progress meetings during construction of the parking facility with contractor and all affected parties.

Assist in preparation of the annual operational budget for parking facilities and annual capital
improvement program for the construction and maintenance of parking facilities; annually reviews and recommends changes to parking enterprise user fees; authorizes purchasing and procurement for the division; reviews all invoices for the construction and operation of all parking facilities.

Assists in the preparation of data needed to issue parking revenue bonds.

Reviews quality standards to ensure compliance with federal, state and local rules and regulations.

Assists in the implementation of a comprehensive downtown parking study every three to four years or as needed.

Implements and evaluates facility condition study and subsequent repair program every three to four years or as needed.

Conducts meetings with groups of parking customers to assess needs and explain details of parking and mobility programs; works with various downtown management associates, garage managers, and various political entities in the establishment of new parking and mobility programs; reviews efficiency and effectiveness of divisional programs on an annual basis.

Communicates with representatives from community and business organizations to ensure efficient use of all parking facilities and to coordinate divisional programs; makes presentations to explain strategies, policy, or projects to interested individuals and groups.

Responds to City Council, administrative, customer, and media requests for information regarding parking facilities and divisional programs and operations.

Develops construction and renovation plans, negotiates contracts, and oversees projects once underway.

Provides planning and design expertise to other city departments as it relates to parking and mobility.

Assists business owners in developing public/private partnerships.

Assist in the oversight of uses and applications of curb and right-of-way management as it relates to restrictions, permitted and non-permitted uses.

Reviews lease arrangements within the right of way and applies annual payments.

Reviews and monitors mobile food vendors program.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the parking and mobility programs of the City of Omaha or cities of comparable size.

Considerable knowledge of the principles and methods of municipal finance, budgeting, and accounting.

Thorough knowledge of the principles of contract management.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with government officials, citizen groups, professional organizations, co-workers, and the general public.

Ability to plan, organize, and monitor comprehensive projects and establish programs.

Ability to communicate effectively both orally and in writing.

Ability to prepare, present, and maintain the annual budget.

Ability to read, prepare, and understand complex financial reports and spreadsheets.

Ability to prepare and implement short and long term goals and objectives.

Ability to project revenues and prepare cost estimates (e.g., for supplies, personnel, equipment, maintenance, repairs, etc.)

Ability to analyze data relating to the work of the division and its crews and to make adjustments as needed.

Ability to effectively communicate with the public, city officials, and subordinates.

Ability to understand written or verbal communication.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk or sit from 51 to 75% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, lift or type from 0 to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.
EDUCATION AND EXPERIENCE: (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor’s degree

AND

Five (5) years of experience in any of the following areas: parking management, project and operations oversight, municipal operations, developing process, policy and operational methodology.

OR

An equivalent combination of education and experience

Preferred qualifications include coursework in public administration, urban planning, sociology, geography, economics, finance, urban or architectural history, civil engineering, or computer science.

SPECIAL REQUIREMENTS:

Must possess a valid driver’s license at the time of application.

Shall seek application and complete a Certified Administrator of Public Parking (CAPP) from International Parking and Mobility Institute upon employment.

WORKING CONDITIONS: (The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

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<tr>
<th>Computer</th>
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