



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PARKING MANAGER

BARGAINING UNIT: [CIV MANAGEMENT](#)

CODE NUMBER: 0140

PAY RANGE CODE: [29.2 MC](#)

REVISION DATE: 1/25/18

NATURE OF WORK:

This is responsible professional and administrative work directing a division of the Public Works Department which involves the comprehensive oversight of on-street parking, off-street parking facilities, parking enforcement, maintenance of the system, uses and permit issuance of street activity and closures, and the oversight of mobile food vendors. Work involves the responsibility for the overall functioning of a division, including planning and implementing department policies, divisional goals, and organizational assignments; observing related engineering standards, codes, statutes, laws, and regulations; preparing division budget proposals; administering budget allocations; infrastructure and facility planning; and applying best management practices.

An employee in this classification exercises considerable independence in the performance of duties which include directing professional engineering, planning, technical, and supervisory personnel, resolving issues of the highest technical nature, and acting as liaison with members of regulatory agencies and other governmental entities. General supervision is received by a superior.

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.)*

Manages a division of the Public Works department, providing administrative and technical supervision, and implementing division policies, goals, procedures, and work schedules.

Plans, schedules, coordinates, oversees, reviews, budgets and evaluates the work of subordinate professional and sub-professional employees, assigning projects, developing performance standards, setting goals, providing opportunities for continuing education requirements, and providing career guidance to an assigned staff.

Conducts and plans for technology upgrades pertinent to the operations of an enterprise fund.

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

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

Administers the citation management system in conjunction with the Omaha Police Department, Airport Authority, Building Security, Finance Department, and the City Prosecutor.

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

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

Administers and monitors mobile food vendors program.

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

Prepares 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; coordinates with the Law Department, and holds regular progress meetings during construction of the parking facility with contractors and all affected parties.

Prepares 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, and 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.

Conducts comprehensive downtown parking study every three to four years or as needed.

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

Communicates with representatives from community and business organizations to ensure efficient use of all parking facilities and to coordinate parking 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 division operations.

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

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

Assists business owners in developing public/private partnerships.

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 programs of the City of Omaha or cities of comparable size.

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

Skill in planning, assigning, and coordinating the work of a large group of technical and other personnel.

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 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 a variety of activities.

Ability to communicate effectively both orally and in writing.

Ability to prepare, present, and maintain the annual budget 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 for supplies, personnel, equipment, maintenance, repairs, and other expenses.

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 and oral 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 up 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

Ten (10) years of progressively responsible experience managing a comprehensive public parking system or municipal traffic/transportation programs.

SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver's license at the time of application.

Must be a Certified Administrator of Public Parking (CAPP) from International Parking Institute at the time of application.

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.)*

Computer
Telephone

Copier
Calculator

Printer

Previous Revision Date(s): 8/25/16