



Parking & Mobility Director

Reports to: Executive Director

Effective Date: February 2022

FLSA Designation: Exempt

Pay Grade: 14

General Position Description

The **Parking & Mobility Director** is a member of the Management Team of the Capital City Development Corporation. It is the senior staff position responsible to the Executive Director for Agency actions leading to the successful long-term operation of the downtown public parking system and other Agency owned and/or operated facilities. There is a wide diversity of work situations, and the job involves a high degree of complexity and political sensitivity. The program is highly visible and is critical to the community's long-term economic vitality. There is significant responsibility for the business success of the operations assigned. As necessary to meet goals and annual objectives, this position works with others and independently to create and/or design new programs, procedures, and approaches. The Parking and Mobility Director is responsible for effective management and supervision of consultants and other contractors performing work for the Agency in support of assigned programs. The Parking and Mobility Director reports directly to the Executive Director. The majority of work is done in an office environment with some field work involved.

Essential Functions/Major Responsibilities: (This list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by this position.)

The following essential duties may be performed with or without a reasonable accommodation.

- In consultation with, the Executive Director, Commission, and staff, creates and carries out the planning activities and policy development for the Agency's parking system and other physical facilities
- Administers contracts with private contractors operating Agency facilities
- Responsible for capital asset management of parking garages for cost efficiencies and service optimization
- Supervise Parking & Facilities Manager
- Establishes and implements detailed plans and strategies for parking development, operations, and management, to include sustainability best practices

- In collaboration with Communications Manager, responsible for the development and implementation of the Agency's customer service and marketing programs related to parking and mobility
- Ensures Agency functions under his/her purview are conducted in a manner to support over-all economic vitality of the community
- Provides primary staff support for Commission Sub-Committees within his/her programmatic areas, as needed
- In collaboration with the Executive Director, balances "protected" First Amendment activities with private/business interests
- Responsible for the implementation of departmental aspects of Agency plans
- Assists the Executive Director in the development of formal policy for Commission consideration
- Develops and implements detailed financial plans to support activities and Agency goals under his/her direction
- Effectively secures funding from a variety of sources for Agency initiatives under his/her purview.
- Serves as an authority and resource within the CCDC to various public agencies and others seeking specialized skills in parking management and transportation
- Establishes program goals, objectives, and performance standards in conformance with established Agency policies
- Coordinates programs with other government agencies and interested parties related to parking and mobility planning
- Manages relations with parking stakeholders including various business groups, organizations, and individuals to ensure Agency activities are executed with public and private support
- Develops strategic alliances to achieve Agency goals
- Participates as a member of the Agency's management team
- Keeps current on community needs, public policy trends, and national, regional, and local trends in parking management and transportation
- Maintains positive working relationships with property and business owners, responding to problems and developing effective solutions

Secondary Functions

- Performs other related duties as assigned.

Essential Knowledge, Skills, and Abilities:

Knowledge of:

- Parking management and transportation, including planning, budgeting, marketing and subcontracting.
- Knowledge of public procurement processes including developing requests for qualifications/proposals
- Management of a multi-million-dollar enterprise including public finance, marketing, customer service, operations, maintenance, and all other aspects of a successful public enterprise operation.
- Contract development and implementation.
- Coaching and motivating team members in a positive way.
- Computer skills including programs for word processing, spreadsheets, and presentations. Knowledge of programs in Microsoft Office, cloud-based file sharing and mapping software is very desirable.
- Project management, budgeting, and scheduling.

- Negotiation techniques and problem-solving methods, using skill, tact and diplomacy.
- Leadership skills, building trust and confidence in and among others.

Skill and Ability In:

- Developing and maintaining effective relations with colleagues, and with public and private partners.
- Maintaining current knowledge in the evolving technology in parking management, transportation, and facility management
- Planning and creating both business and strategic plans that detail future programs and their implementation
- Functioning effectively in a complex political environment
- Exceptional written and oral communication skills. Ability to make public presentations
- Maintaining confidentiality of sensitive information
- Discerning the significance of issues, situations and assignments and ability to establish priorities

Attributes:

- High degree of integrity and ethical standards
- Perseverance and follow through
- Patient and tolerant of others
- Very communicative and open; cooperative and collaborative
- High degree of organization
- Demonstrated multi-tasker
- Thorough and detail-oriented
- Stable and consistent
- Takes initiative and tends to be self-motivated
- Good time management

Acceptable Experience and Training:

- Masters' Degree in Public Administration, or Business Administration
- Demonstrated success and skills in management and program/project management is required
- Five years' experience in the management of a public parking system or equivalent education and/or experience
- Any combination of experience and training that provides the equivalent scope of knowledge, skill, and technical ability to properly perform the work as described

Job Conditions:

Normal business hours but may require extra hours to meet deadlines. Position will require extensive personal computer use and sitting for prolonged periods.

Physical Demands & Work Environment:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to present and discern verbal instructions, review, and prepare program reports and materials, and to communicate effectively on the telephone and in person
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend and review written work instructions, prepare, and review documents and process them in a prescribed order, and organize documents and materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the

employee to perform repetitive motions and to operate a personal computer and standard office equipment

- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, visit and inspect facilities, occasionally lifting or moving objects that may weigh up to 20 pounds
- Occasionally related job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, and grasping

Work Environment:

While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate. The position has the potential for occasional visits to URDs at various times of year.

When duties and responsibilities change and develop, the job description will be reviewed and subject to changes of business necessity.