

ASSISTANT PARKING MANAGER

NATURE OF WORK

This is responsible work assisting in all areas of the Parking Division with an emphasis on managing the accounting activities and fiscal operations.

Work involves responsibility for performing a variety of complex accounting activities. An employee in this class assists with the management and oversight of the contractor selected to manage the public parking garages, lots and on-street parking facilities; selection and management of design consultants and construction consultants for the construction of new parking facilities; establishment of recommended user fees; formation of the annual budgets and capital improvement programs for the construction and operation of all public parking facilities; selection and management of parking consultants to evaluate the demand, supply and location of new parking facilities in the City. Work is performed under the general supervision of the Parking Manager. Supervision may be exercised over subordinates.

EXAMPLES OF WORK PERFORMED

Reviews and coordinates the accounting activities and fiscal operations of the Parking Division of the Urban Development Department.

Assists with managing and overseeing the parking contractor selected to manage all parking garages, lots and on street parking facilities; oversees the activity of the parking contractor to verify financial expenditures.

Assists with the selection of design consultants and contractors for construction of parking garages; develops and maintains parking project construction in progress and completed project files; prepares yearly CIP budget transfers to ensure projects are fully funded.

Prepares 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; reviews all invoices for the construction and operation of all parking facilities.

Develops and maintains detailed accounting policies and procedures for the subcontractors; prepares billings or reimbursements to subcontractors.

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

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles of contract management.

Considerable knowledge of the parking programs of the City of Lincoln or cities of comparable size.

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

Knowledge of garage design and construction.

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.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major coursework in public or business administration, accounting or related field and two years of experience in accounting procedures; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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