

## PARKING MANAGER

### NATURE OF WORK

This is a highly responsible professional, administrative, technical and supervisory position coordinating the activities of the Parking Services Division of the Urban Development Department.

Work involves responsibility for management and oversight of the contractor selected to manage the public parking garages, lots and on-street parking facilities; management and oversight of the parking citation management system; selection and management of design consultants and construction consultants for the construction of new parking facilities; selection and management of engineering consultants and contractors for continuing restoration and repair of existing facilities; establishment of recommended user fees; coordination of the marketing and promotion of the parking system; 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. Supervision may be exercised over subordinates.

### EXAMPLES OF WORK PERFORMED

Manages and oversees the contractor selected to manage all parking garages, parking lots, on street parking facilities and special event activities; conducts regularly scheduled meetings with contractor, individual garage managers, and office managers to address employee issues, customer concerns, parking programs, etc.

Manages the selection of design consultants and contractors for construction of parking garages; prepares requests for proposals 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.

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.

Manages the selection of engineering consultants and contractors for repair and restoration of existing parking garages; prepares requests for proposals and serves on selection committees; holds regular progress meetings during restoration and repair work of the parking facility with contractor and all affected parties.

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

Conducts or manages a consultant to prepare a comprehensive downtown parking occupation and demand study every four to five years or as needed; conducts or manages a consultant to prepare a comprehensive structural conditions assessment every five years or as needed.

Selects and manages a consultant to prepare and update the Parking Services Strategic Plan every seven years or as needed.

Conducts meetings with groups of parking customers to assess needs or 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 community and neighborhood organizations, including the Downtown Lincoln Association and the Lincoln Haymarket Development Corporation, State of Nebraska, University of Nebraska-Lincoln, federal government, major hotels and others to ensure efficient use of all parking facilities and to coordinate parking programs.

Administers the City's on-street parking programs including citations, collections and rates.

Responds to City Council, administrative and customer requests for information regarding parking facilities.

Recommends changes to the Lincoln Municipal Code to ensure that all ordinances pertaining to parking operations remain current.

Maintains regular and reliable attendance.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles of contract management.

Thorough 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.

#### DESIRABLE QUALIFICATIONS

Possession of public parking administrator (CAPP) certification.

## MINIMUM REQUIREMENTS

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

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