



CITY OF ST. PETERSBURG, FLORIDA
An Affirmative Action/Equal Opportunity Employer
JOB ANNOUNCEMENT

POSITION – IRC37587

Parking Division Manager

DEPARTMENT

Transportation & Parking Management

CLOSE DATE

04-03-2017 (4:00 PM DST)

SALARY

\$71,373 - \$111,304

DESCRIPTION This is responsible administrative and supervisory work involving planning, organizing and directing the operation of the City's municipal parking program. Work involves developing and implementing policies for parking meter allocations, schedules, collection and equipment maintenance; the overall administration of the City's off-street parking facilities and plans, including facility security and related administrative support functions; and supervision of on-street and off-street parking enforcement. Work includes planning, organizing and overseeing the work of employees engaged in related activities, ensuring department priorities are followed and service levels are appropriate; developing long and short range plans and programs; directing and participating in parking studies to analyze parking requirements and turnover rates; assisting with the administration and preparation of the division budget; and reviewing expenditures, projections, and related financial data to ensure the proper utilization of funds. Work requires the exercise of considerable independent judgment, initiative, and ingenuity; serving as the department representative involving parking matters, requiring productive interaction with City departments, other governmental agencies, neighborhood and business organizations and the public to explain parking programs and policies and to resolve parking issues; the exercise of a high degree of professional discretion and tact while serving internal and external customers, answering routine and in-depth questions regarding organizational programs, policies and procedures, and handling complaints.

JOB REQUIREMENTS **Essential Qualifications:** Qualified applicants must have graduated from an accredited four year college or university with major course work in business administration, public administration, engineering, planning or a related field - or - extensive relevant experience may be considered in lieu of a four-year degree; must possess and maintain a valid State of Florida Driver's License; must have progressive experience in traffic planning, traffic and/or parking studies, municipal parking operations, or the administration of off-street parking programs and facilities, including some supervisory experience; must be able to communicate clearly and concisely, orally and in writing; and must be proficient in the use of a computer and software used to create reports, correspondence and email communications. **Desirable Qualifications:** Preferred applicants have completed major college level coursework in urban planning, specializing in transportation planning or a related field; have extensive knowledge of transportation and parking planning and statistical and research procedures as they relate to parking activities; and have previous experience with public sector parking; and have a thorough knowledge of laws, ordinances, regulations and principles associated with the development and administration of both on-street and off-street parking operations as they relate to the City of St. Petersburg.

IMPORTANT APPLICATION INSTRUCTIONS For purposes of employment, re-employment, promotion, transfer or demotion, the most qualified applicants will be selected to continue in the hiring process. At this point, any prior criminal records will be verified. A prior criminal record will not necessarily disqualify a selected applicant from employment. The City of St. Petersburg is committed to a Drug Free Workplace and compliance with the Department of Transportation (DOT) drug testing rules. Applicants may be required to successfully complete pre-employment drug testing and/or medical exams.

HOW TO APPLY Apply online at www.stpete.org/jobs - Select *View Job Postings*. City employees must use the Current City Employee link or use a City computer to access iRecruitment Employee Candidate. **The City of St. Petersburg is committed to affirmative action and equal opportunity employment, and encourages individuals with disabilities and veterans to apply for posted positions. In accordance with Chapter 295 of the Florida Statutes, qualified servicemembers/veterans and the spouses/family members of certain servicemembers/veterans receive preference/priority in employment. Eligible applicants are responsible to apply for Veterans' Preference at the time of submission of any job application.**