

Class Code: 4612
Effective: 5/17/99
Reviewed: 11/25/15

TRANSIT AND PARKING MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for all activities of the Transit and Parking Division, which include planning, finance, implementation/administration of large municipal transit operations as well as administration, operation and maintenance of parking garages, lots, meters and violation adjudication. Incumbent works independently under the Director of the Department and has supervisory responsibility for large numbers of drivers, parking attendants and a small professional/supervisory staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties)

Prepares, analyzes, interprets comprehensive transit plans, formulates operating policies, implements programs and evaluates effectiveness. Forecasts costs, presents plans and proposals to City-Parish Council and Administration, administers programs, evaluates effectiveness and efficiency, prepares and presents reports, markets and promotes existing and planned services. Conducts the Transit=s customer relations and promotion activities. Directs and participates in the Department=s labor relations, grievance resolution, employment, training, evaluation and disciplinary actions. Reviews, directs and participates as needed in Parking Ordinance violation adjudication. Directs, evaluates and participates as needed in operations, maintenance and planning parking garages, lots and meter services. Ensures ADA and related legal compliance, customer complaint resolution, related training to staff. Supervises and directs sound handling of funds, receipts and grant monies according to applicable standards. Prepares budgets, budget revisions, reports, justifications and forecasts for transit and parking. Performs related work as well.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of Federal Transit Administration rules, regulations and funding requirements.

Thorough knowledge of applicable ordinances, labor agreements, laws, policies and procedures regarding funding and operations of transit and parking, including civil rights laws.

Thorough knowledge of federal, state and local transit programs and funding sources, their intent, objectives, and requirements.

Ability to collect and analyze data, forecast costs, revenues; perform cost/benefit analyses, with accuracy and reliability.

Ability to interact with people of diverse backgrounds persuasively, to resolve conflicts effectively and promote the use of the transit resources by the community.

Ability to prepare contracts, evaluate specifications, and communicate clearly, orally and in writing.

Ability to form and maintain effective working relationships with employees, elected officials, the general public, and regulatory agencies.

DESIRED EDUCATION AND EXPERIENCE

Baccalaureate degree in Public Administration, Transportation Planning or a related field with substantial prior professional managerial experience in management of a large municipal transit system.

