

SEPTEMBER 2018
FLSA: EXEMPT
SALARY: GRADE M
CBA DESIGNATION: MANAGEMENT CLASSIFIED

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PARKING SERVICES SUPERVISOR

BASIC FUNCTION: Under the supervision of the area administrator, manages and coordinates parking services at all colleges and the District; and supervises, trains, and assigns staff to patrol parking lots at all District sites.

SUPERVISORY RESPONSIBILITIES: Assigned district personnel.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Supervises, mentors, trains, and evaluates Community Service Aides (CSAs) and other non-sworn staff assigned to Parking Services.
2. Reviews parking capacity and demand; assesses and coordinates resources impacted by growth in parking needs or construction activities limiting parking areas; assists in monitoring departmental budget and makes budget recommendations for current and forecasted expenditures.
3. Recommends parking policies and create procedures based on requirements of colleges and the District.
4. Ensures staff has completed and is current with all required training, including CPR/First Aid and pepper spray training.
5. Manages inventory of equipment and vehicles, and, in coordination with Department staff, seeks repair, replacement, or surplus of equipment and vehicles.
6. Ensures Parking Services equipment is properly maintained and repaired in a timely manner; tracks maintenance and repair of equipment, vehicles, and parking machines across all District sites.
7. Plans and directs special event activities in coordination with Department, District, and college staff; responds to and resolves complaints, claims, or issues.
8. Logs and records a complete download of machine data; maintains records and generates reports applicable to area of responsibility. Communicates effectively with all levels of the District and College Community, outside agencies, and other entities.
9. As necessary, provides support to the Police Chief or designee and other staff during critical incidents or events outside of regularly scheduled hours.
10. Maintain a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: An associate's degree and three years of parking enforcement related experience, preferably in a police department or similar setting, or an equivalent combination of training and experience.

LICENSES/CERTIFICATIONS: Candidate must be able to possess and maintain a California Driver's License.

KNOWLEDGE OF:

1. State laws, Board Policies, and applicable regulations related to parking enforcement.
2. Industry best practices in parking regulations.
3. Microsoft Office Suite, as well as spreadsheet and data base software applications.

ABILITY TO:

1. Understand and carry out complex oral and written instructions.
2. Work and communicate effectively with faculty, administrators, staff, and representatives from outside organizations.
3. Manage multiple priorities and work with short deadlines.
4. Communicate effectively with individuals and groups from various backgrounds and abilities using a variety of communication media.
5. Identify unsafe and hazardous equipment and recommend appropriate corrective action.
6. Exercise initiative and sound independent judgment considering established guidelines, policies and procedures.
7. Interpret and analyze technical and complex data.
8. Compose clear and concise correspondence, reports, policies and procedures.
9. Develop and maintain organized and detailed records.
10. Operate the Department's office equipment including computer and peripheral equipment.
11. Travel to various locations throughout the District.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Students, Co-workers, administrators, other departmental faculty and staff, short term employees, student workers, vendors, governmental agencies, partnership agencies and personnel in other districts.

WORKING CONDITIONS: Office and outdoor environments, including inclement weather conditions; Occasional high-pressure, fast-moving, critical incident situations.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

