

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



**POSITION TITLE** Parking Division Director (1092)  
**DEPARTMENT** Public Works  
**PERIOD TO APPLY:** 3/15/2018- 4/16/2018  
**SUPERVISOR:** City Manager

**SALARY RANGE:** \$31,384-55,523 (P)  
**FLSA/UNION STATUS:** Exempt/Nonunion  
**POSITION STATUS:** Exempt/Full-Time  
**LOCATION:** Parking

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## GENERAL PURPOSE

To administer the municipal parking system which includes off-street and on-street parking operations, the parking enforcement program, parking violations bureau, parking permit program, facilities maintenance, and public information.

## SUPERVISION RECEIVED

Works under the general direction of the Transportation Director

## SUPERVISION EXERCISED

Provides close to general supervision to Parking Operations Manager, Parking Administrative Manager, Contracts Analyst, Enterprise Fund Accountant, and Administrative Assistant.

**ESSENTIAL FUNCTIONS** A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Oversees and directs operations of the Parking Division; performs complex supervisory, analytic and administrative functions to insure the effective and efficient operation of the Municipal Parking System; reviews, develops, revises, and implements division policies; evaluates division needs and makes recommendations on resources necessary to provide service to the community.

Responsible for and/or coordinates with relevant city agencies in the planning and implementation of parking and transportation improvement strategies; responsible for parking development and related functions involved with improving parking conditions in the city; develops, negotiates, and monitors lease agreement for parking areas and exercises administration direction over various professional service contracts related to the parking system.

Responsible for overall division budget as a city enterprise fund; formulates annual budgets including revenue and expense projections; develops financial strategies to insure that the enterprise fund is solvent and financially self-sufficient; develops reporting procedures and methods to measure the fiscal performance of the division.

Develops organizational and staffing plans to meet the operational and service needs of the Municipal Parking System; provides direction, training, follow-up and support to staff; screens, interviews and makes recommendations on hiring division personnel.

Responsible for public relations and communications; develops and implements a public information program; serves as a staff liaison to citizen advisory groups/boards/committees on parking-related matters; makes presentation and provides reports to upper-level management, committees, Mayor and City Council.

Develops and writes specifications for the procurement of professional services and equipment; formulates contract documents, evaluates proposals and bids, recommends awards of contracts, and administers contracts through completion.

## MINIMUM QUALIFICATIONS

### EDUCATION AND EXPERIENCE:

Bachelor's degree in management, business, public administration, or related field

**AND**

Combination of additional training, education, or professional work experience totaling five (5) years of progressively responsible management experience in a public parking program, two (2) years of which must have been in a supervisory capacity.

**OR**

An equivalent combination of education and experience.

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## **KNOWLEDGE, SKILLS, AND ABILITIES:**

**Considerable knowledge of** the methods, policies, practices, principles and procedures of municipal parking operations, parking enforcement, program administration and management; knowledge of report writing; of the principles and application of supervisory techniques; budgetary process and financial management.

### **Considerable skill.**

**Ability to** plan, assign, direct, coordinate, and review the work of staff; to present information clearly and concisely both orally and in writing; to establish effective working relationships with staff and the general public. Ability to possess a broad understanding of urban parking issues and can effectively bring all elements together to develop a comprehensive parking strategy for the city; is familiar with the economics of parking, as well as financing options and processes available to develop new parking resources.

## **SPECIAL QUALIFICATIONS:**

Must possess a valid driver's license and obtain a City of Santa Fe Driving Permit. Professional designation as a Certified Administrator of Public Parking (CAPP) preferred; experience in capital development, construction management, fiscal control, and facilities security and liability; ability to establish working relationships with transit, residential parkers, and community involvement in general.

## **WORK ENVIRONMENT:**

Work is performed in an office setting. Must have the ability to hear and speak and have good visual acuity. May be required to work nights and weekends.

### **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**