

BOARD OF REGENTS STATE OF IOWA

REGENTS MERIT SYSTEM

Class Title: Parking and Transportation
Supervisor

Class Code: 7820

Pay Grade: 111

GENERAL CLASS DESCRIPTION: Under general supervision, provides administrative supervision to Field Service Officers, Parking Attendants and other merit employees who are assigned throughout the campus.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provides administrative supervision to merit employees and student employees assigned to work unit. This includes making effective recommendations in the hiring, termination, discipline, evaluation, training, work assignment and checking of work for employees and applicants. Assigns overtime as appropriate.
2. Researches and prepares detailed reports, statistical or otherwise, concerning activities and/or facilities in area supervised as directed by departmental management.
3. Delivers and collects money to/from ramps and lots, as required, maintaining complete records of receipts and pursuing discrepancies.
4. Remains current on new legal and technical developments concerning parking and traffic control. Studies parking facilities to determine adequacy for meeting needs of the university both regarding specific events and general operations.
5. Audits and sorts tickets, compiling statistics for reports requested by supervisor.
6. Assumes responsibility for maintenance and operation of all revenue collection and control equipment including fee computers, audio and video parking ramp monitoring equipment, etc., and maintains liaison with service representatives.
7. Works closely with representatives of other university departments, and public and private entities to resolve parking and transportation issues.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge and ability to operate vehicles, two-way radios, parking control equipment, and computers.
2. Knowledge of occupational hazards and safety precautions of the position.
3. Knowledge of and ability to perform supervisory and personnel functions, and fiscal administration of the position.
4. Ability to gather and analyze data relating to parking operations.
5. Ability to communicate effectively, both orally and in writing, with university personnel and the public.

MINIMUM ELIGIBILITY REQUIREMENTS:

Four years experience in parking cashiering, parking enforcement work, customer relations, or related area. Possession of a valid Iowa drivers license.

REVISION EFFECTIVE: July 1, 1995