



The City Beautiful

## City of Coral Gables Job Description

<b>Job Title:</b>	Assistant Parking/Trolley Manager	<b>Prepared Date:</b>	7/2014
<b>Department:</b>	Parking	<b>Approved By:</b>	Elsa I. Jaramillo-Velez
<b>Classification:</b>	0721		Carmen Olazabal
<b>Paygrade:</b>	28E		
<b>FLSA:</b>	Exempt		

### Summary

This is a highly responsible management and administrative position involving technical work in the organization and management within the Parking Department which includes operation of the Coral Gables Trolley System.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Develops, monitors, and adheres to budgets and fund allocations; has full responsibility for the implementation, revision and compliance review of assigned budgets.

Assists the Director in strategic planning and feasibility studies for the Department.

Authorizes departmental purchases and expenditures.

Prepares grant requests to funding agencies or organizations.

Coordinates and monitors consultant's activities.

Designs and implements management reports covering specific operations within the Parking Department.

Supervises revenue collection.

Designs and implements appropriate training programs and trains employees.

Performs employee performance evaluations and reviews evaluations performed by subordinate staff.

Develops and implements policies, procedures, and performance standards for all areas of shuttle operation. Directs and supervises daily operations and quality of services. Analyzes and implements changes as required to ensure efficiency and effectiveness of transit service.

Coordinates fleet management and maintenance with the City's Automotive Director.

Ensures compliance with all Federal, State, County and local regulations related to operation of a public transit program.

Supervises contracted service provider in the performance of operational duties. Ensures services are delivered in accordance with policies, procedures, performance standards, and contract specification. Coordinates and conducts driver training and orientation as required.

Participates and administers projects assigned for the Five-Year Transportation Master Plan including: Trolley route improvements, Pedestrian Safety Improvements, Trolley Operations Improvements, or other related projects. Implements, monitors progress, and manages finances of assigned projects.

Monitors expenditure of funds received from Half-A-Penny Transportation Sur Tax. Maintains records and submit reports to regulating agencies as required.

Establishes and maintains local, regional, and national transit contacts beneficial to the City. Assists Director by coordinating with FDOT, MDT, FTA and other funding or permitting agencies. Researches new funding sources and applies for additional funding to assist with capital and operating needs.

Monitors trolley safety requirements and documentation. Prepares and files annual safety reports with FDOT.

Implements marketing, public relations and promotional services of the Trolley. Conducts surveys of the trolley rider-ship and community to monitor efficiency and effectiveness of services. Responds to inquiries concerning the program and its services. Resolves passenger complaints. Drafts ordinances, resolutions and presentations for the City Commission and community organizations.

Conducts research, compiles and analyzes data, prepares reports and recommends service modifications. Maintains records and files. Operates computer and office equipment.

Interacts with the public, attends community meetings, and works with community groups as a representative of the Parking Department to provide information or explain Department procedures or actions.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Ability to work independently on assigned tasks. Knowledge of the principles and practices of public and business administration; zero-based budget preparation, justification, monitoring and analysis; supervisory principles and practices. Knowledge of the principles and practices of the parking and/or public transportation industry. Knowledge of cash handling procedures. Ability to interpret federal, state and local legislation as it relates to Department operations. Ability to communicate clearly and concisely, both verbally and in writing. Ability to supervise, plan, direct, train, and coordinate the work of professional, technical, and clerical staff in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with City officials, employees, governmental agencies, professional associations, vendors and the public. Proven ability to manage contracts for services and supplies.

Knowledge of shuttle operation and fleet management practices, policies, and procedures, legal requirements of managing a transit system including: operations, equipment, and safety requirements. Understanding of service contract specifications, funding and permitting agencies, route management and scheduling, marketing and public relations methods, management, supervisory practices and budget management.

**Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 to 20 pounds). May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education and Experience**

Bachelor's degree in Business, Public Administration or related field.

Six (6) years progressively responsible experience in the public transportation and parking industry including budget management, administration, management reporting and field operations. Experience to include work with shuttle, trolley, or circulator bus system preferred.

Active member, Florida Parking Association (FPA) preferred.

Valid Florida Driver's License required.