



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Parking Administrative Supervisor  
**Department:** Parking  
**Classification:** 0716  
**Pay grade:** 19E

**Prepared Date:** 03/2015

**Approved By:** Elsa Jaramillo-Velez  
Cathy Swanson-Rivenbark



### **Summary**

Performs administrative, supervisory and advanced clerical work. Manages the Parking Division's administrative and support services functions including the Permit Management System and Pay-by-Phone, monitors budget(s), assigns and reviews work to support staff, trains support staff, and assists in the procurement of goods and services. Supervises support staff, completes performance evaluations, and issues discipline as necessary. Works under the general supervision of the Parking Division Director.

### **Essential Duties and Responsibilities**

Manages the Parking Permit System including direct and online sales transactions. Ensures audit control of permit stock and maintains accurate data within the permit system.

Supervises customer service and accounting functions within the pay-by-Phone enterprise management system.

Prepares City Commission agenda items as directed, including amending agenda items and preparing agenda item packets.

Develops and implements administrative and support services procedures. Supervises the division's support staff. Assigns, prioritizes, reviews and evaluates work. Trains, counsels and disciplines employees. Completes performance evaluations. Assists with workload and customer service window when required.

Processes the Parking Division's payroll.

Serves as a liaison between the Parking Director and management staff employees. Disseminates information. Gives work assignments and relays instructions and procedural decisions. Follows up on staff assignments.

Handles special projects. Conducts research. Compiles and analyzes data. Studies problems and develops solutions. Prepares statistical reports.

Processes requisitions for Parking Division procurements. Monitors and reconciles accounts. Itemizes expenses and prepares status reports. Prepares budget documents. Approves purchase requests. Recommends future expenditures.

Provides assistance and gives feedback to the division's management team. Makes recommendations for policy changes.

Coordinates all paperwork, including reconciling, recording and depositing large amounts of money from the cashier booths in the City's parking garages on a daily basis. Includes ongoing maintenance of budgetary functions which require extensive preparation. Itemizes expenses, revenues, and reconciles accounts. Compiles required information and prepares weekly, monthly, quarterly, and annual budgetary reports as requested.

Handles mail and phone calls for the Parking Director. Conducts research as directed. Composes and prepares correspondence. Operates computer, fax machine and other office equipment. Maintains records and files.

Performs other related tasks as required.

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

Knowledge of City and Parking Division operations, policies and procedures, rules and regulations. Knowledge of office management, supervision and budgeting procedures. Knowledge of administrative and support services functions. Knowledge of office practices, systems and equipment. Ability to supervise, train and discipline employees. Ability to prepare and maintain budgets. Ability to develop and implement procedures. Ability to use excel spreadsheets to create and maintain statistical reports and charts. Ability to conduct research, compile and analyze data. Ability to study problems and recommend solutions. Ability to maintain records. Ability to operate computers and other office systems. Ability to work independently and make decisions. Good organizational, written and oral communication skills are required. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public.

### **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, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

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

### **Minimum Education and Experience**

High school diploma or equivalent.

Two years college course work in Public Administration, Management or related field.

Minimum six years responsible administrative and clerical work experience.

Minimum one year supervisory experience.