

The University of Akron
Classification Specification

Job Title:	Asst Dir Parking Services	Job Code:	42751
Job Function:	Staff	Grade:	120
Job Family:	Classified	FLSA:	Exempt
SOC Description:	2000 Finance Accounting Division	Date:	1/1/04;7/1/03

Job Summary:

Assist with all activities related to Parking Services including departmental budget, inventory, payroll and personnel management. Process all departmental requisitions pertaining to services, materials and equipment.

Essential Functions:

30% Directly supervise all aspects of office administration and employees to provide optimum customer service to students, employees and visitors. Supervise all daily office activities, assign and schedule duties including service windows and reception area. Maintain department website.

20% Monitor, maintain and process all financial information for the department to continuously compare actual versus budget. Perform budget transfers and advise the Director of any major financial issues. Process data that includes revenue receipts for permits, reconciliation of special event money, requisitions and invoices for payment of all expenses.

15% Develop the fiscal year annual departmental budgets, including projecting revenues and expenses for accounts, based on historical data and future parking plans and activities.

15% Prepare all requisitions, maintain invoices/receipts and insure payment to suppliers for all department materials, equipment and services.

10% Act as a liaison between the Parking Office, Parking Field Operations and Special Project Center. Act on behalf of the Director in his/her absence.

10% Responsible for hiring, training, performance evaluations and discipline of department employees. Performs and or supervises the scheduling of all required computer training/seminars and develops various department forms. Attends meetings involving parking administrative functions.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 4 years experience in transportation management, business operation, or related facility management with an emphasis on accounting/budgeting management. Strong problem solving and analytical skills required. Prior supervisory and customer service experience required. Computer skills to include word processing, spreadsheets and database capabilities required. Ability to interact with individuals from diverse cultural backgrounds required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.