

## City of San José

**PARKING/GROUND TRANSPORTATION ADMINISTRATOR (1692)**CLASS PURPOSE

Under direction, performs professional analytic and administrative work of considerable difficulty in developing, implementing and managing agreements and contracts that may involve off-street parking, ground transportation, and parking shuttle operations. Manages financial and operational aspects of capital improvement planning and development. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Directs contractors' activities in the performance of off-street parking, ground transportation or concession operations, performs daily audits of program operations, revenues and expenses with emphasis on adherence to established procedures and contract provisions; monitors contractors' employees to ensure satisfactory performance; handles complaints from public on program services; implements programs to attract new customers.
- Oversees contractual firms responsible for shuttle bus operations serving parking facilities.
- Develops, implements and administers ground transportation programs which may include regulation of taxis, limousines, hotel/motel shuttles, courier services, door-to-door shuttle services, TCP/PCT charter services and on/off Airport car rental shuttle services.
- Prepares, negotiates and administers short- and long-term leases, permits and agreements for services in accordance with applicable City, State, and Federal regulations; negotiates with potential awardees of the City's operations contract for off-street parking, ground transportation or concessions; recommends rates, based on detailed analyses of market conditions, program objectives and related factors.
- Prepares programs for the development of new parking facilities; may coordinate planning activities including development of financial programs for project financing, project design and development efforts and activities of construction management teams. Reviews downtown development applications for adequacy of parking facilities, compliance with parking management zone regulations and consistency with current parking standards. Develops programs for beautification of parking sites.
- Plans and implements systematic facility and equipment maintenance programs, including revenue control systems, performed either on a contractual basis or by the City through regular inspections and follow-up as necessary.
- Plans, coordinates and executes comprehensive short and long-term parking planning projects and programs including daily coordination of on-going projects and programs.
- Performs analyses of contract revenues, related capital funds flow, profit and loss; develops and administers operating budget and capital improvement programs.
- Implements revenue control policies and procedures.
- Regulates employee parking programs.
- Works with advising committees; prepares presentations to commissions and Council; may coordinate committee and commission staff support.

- May administer on-street parking program. May develop and coordinate Airport commercial ground transportation activities and parking shuttle operations.
- May supervise City employees engaged in related on/off-street parking, ground transportation, parking shuttle or contract/concession activities.

Typical End Results

- The City's operations contracts for off-street parking, ground transportation, parking shuttle operations or concessions are negotiated to provide the maximum cash flow potential to the City while maintaining necessary minimum standards of performance.
- New or amended agreements are negotiated to reflect the City's desired policies and goals.
- Parking facilities and equipment are properly maintained.
- Efficient operation/usage of roadways and parking structures is maintained with all ground transportation providers.
- Ground transportation operating permits, fees, and rules/regulations are enforced and administered properly.

DISTINGUISHING CHARACTERISTICS

Incumbents of this classification typically function either in the Airport Department or the Streets and Traffic Department performing analytic and administrative work of considerable difficulty to ensure that contracts are negotiated and administered properly and that parking facilities, parking shuttle and ground transportation programs are planned and run efficiently. Incumbents of this position coordinate the efforts of contractual parking/shuttle firm employees or contract ground transportation management. This class differs from other professional analytic and administrative classes throughout the City service in that the latter assignments do not require specific expertise in the areas of contract/concession/space negotiations, parking management, and ground transportation operations.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of business administration to include principles of management, marketing and business finance and accounting as they relate to daily operations and capital improvements.
- Knowledge of problems, procedures and processes of managing municipal or Airport facilities and/or ground transportation programs.
- Knowledge of the principles of public administration and economics.
- Knowledge of principles and practices of supervision.
- Ability to coordinate preparation of complex agreements concerning use of City properties and operation of ground transportation and parking programs.
- Ability to collect, compile, analyze and interpret data.
- Ability to establish and maintain effective working relationships with others.
- Ability to understand, interpret and apply instructions, rules and regulations.

- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to administer effective public relations programs.
- Ability to supervise or lead staff.

Competency Knowledge, Skills, and Abilities

Knowledge of laws, regulations, ordinances, or FAA regulations involved in the operation of parking facilities, contracts, concessions and/or commercial ground transportation.

Knowledge of non-computerized and on- and off-line computerized revenue control systems and procedures.

Ability to administer contractual agreements on behalf of the City to include leases, permits, fees, and service contracts and to ensure conformance with written provisions.

Ability to provide effective public and employee parking facilities and services.

Ability to communicate effectively including strong oral and written communication skills.

Ability to negotiate and prepare documents involving tenants, concessionaires, and people holding commercial permits.

Ability to control and manage public ground transportation operators.

Education

Successful completion of advanced undergraduate coursework from an accredited college or university in Public Administration, Business Administration, or a related field.

Experience

Four years of increasingly responsible staff analytic or professional administrative experience, including two years of experience in management of a comprehensive public parking program or in a similar contract management or airport ground transportation position.

Acceptable Substitutions

None.

(Formerly Parking/Contract Coordinator)

(5-21-80), (Rev. 7/82), (Rev. 12/86), (Rev. & Ret. 11/91), (Rev. & Ret. 2/92) (Rev. 7/97)

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