

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Director of Parking

LOCATION: City of Ithaca

SALARY: \$68,910 - \$82,692

POSITION DESCRIPTION: The Director of Parking is responsible for planning, managing, supervising and directing the City's entire parking system, including municipal parking garages, off-street parking lots, on-street paid parking and pay stations, and on-street unpaid parking. The Director of Parking monitors and analyzes parking revenues, expenses and usage patterns, and recommends changes to parking rates, programs and regulations. Responsibilities also include managing and supervising operation and maintenance activities of the Ithaca Commons outdoor pedestrian mall. The Director of Parking will prepare operational budgets, review staffing needs, and develop a capital program for the repair and replacement of parking structures and related equipment. The Director of Parking will work closely with other divisions within the Department of Public Works, and coordinate with the Planning Department, Chamberlains Office, Police Department, various City Commissions, Cornell University, and the Downtown Ithaca Alliance. This position will also have frequent interactions with local businesses and the general public.

As the City of Ithaca continues to grow and develop, parking issues have become more challenging and integral to economic growth and quality of life. The ideal candidate will think creatively and keep informed on innovative programs and policies used in other municipalities, and evaluate their suitability for the City of Ithaca. The Director of Parking must have the skills to develop, analyze, communicate, and implement new policies, procedures, and programs while incorporating the input of a varied set of stakeholders. The work is performed under the general supervision of the Superintendent of Public Works with considerable leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over the work of supervisory staff, parking lot attendants, community service officers, and maintenance staff. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in public administration, business administration, management, engineering, architecture, municipal or regional planning, urban planning, or a closely related field with similar course curriculum and four (4) years of full-time paid experience, or its part-time paid equivalent, in the management of public works programs or projects, at least two (2) years of which must have been in a supervisory capacity;
- B. Graduation from a New York State registered or regionally accredited two-year college with an Associate's Degree in public administration, business administration, management, engineering, architecture, municipal or regional planning, urban planning, or a closely related field with similar course curriculum and six (6) years of full-time paid experience, or its part-time paid equivalent, in the management of public works programs or projects, at least two (2) years of which must have been in a supervisory capacity;

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MINIMUM QUALIFICATIONS (Continued):

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above. Please note that this means that the minimum academic requirement is at least an Associate's Degree in one of the designated fields, and the minimum experiential requirement is at least four (4) years of experience in public works program or project management, at least two (2) years of which must have been supervisory experience.

EXAM: A civil service exam will be required at a later date.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of college transcripts

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last submission date indicated below. Postmarks are not accepted. All applications must be original applications. We do not accept faxed applications, electronic applications or photocopies of applications.

Submit required application materials by February 23, 2018 to:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539
Web site: www.cityofithaca.org

The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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