

Class Code:.....1280
Position#: (PSA) (E)
Developed by....JP
Reviewed by:...DLJ
Approved by:....LK
Date:..... 03/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE Coordinator, Transportation and Parking
DIVISION: Administration (Transportation/Parking Services)
REPORTS TO: Manager of Transportation and Parking
GRADE: 7
SUPERVISES: Administrative Support Staff, Enforcement Staff, Students

BASIC FUNCTION:

Perform a wide variety of duties to support the operational efficiency of the University's transportation systems and parking management systems. Work directly with the Manager of Transportation and Parking to ensure that the goals and objectives specified for transit and parking operations are accomplished in accordance with established priorities, time limitations, funding limitations and other specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Manager of Transportation and Parking in the day-to-day administrative, operational, and database management functions of the University's parking revenue, shuttle and transportation systems, and access control systems.

In conjunction with the Manager of Transportation and Parking, provide periodic evaluation of transit and parking operations and suggest changes as necessary to maximize revenue.

Work with office systems including but not limited to: Parking management and access control software linked to license plate reader technology, computers, and communication linkages between parking management software and University data.

Maintain and utilize the University's parking database to develop customer queries, allocate permits for online sales, and coordinate logistics for e-business transactions. Manage the data-based records for registered vehicles and enforcement transactions. Maintain communication with the parking system management vendor to remedy problems which occur within the parking management system.

Manage gate access system to ensure proper authorizations for gate entry are met, ensure that gates are operating properly, schedule maintenance and follow up, procure gate equipment as needed and manage scheduling for special access requests.

Maintain, manage, and provide minor system maintenance to parking systems, parking software database system, and serve as liaison to the vendors for updating files and making system adjustments. Systems include, but are not limited to: Gate Access Control Systems, license plate reader (LPR) software, enforcement handhelds and computers, and the software programs which integrate and communicate with these devices.

Assist in designing and maintaining the Transportation and Parking website, ensuring it meets/exceeds all current University web standards.

Maintain and update the campus interactive parking map as needed.

Coordinate with Transportation and Parking staff and other administrative and management level staff on project tracking and project management.

Coordinate the transportation and parking needs for small, medium and large-scale events on campus such as Commencement.

Coordinate enforcement strategies with the Manager of Transportation and Parking, the Director of Public Safety & Chief of Police, and the University Police Major.

OTHER DUTIES AND RESPONSIBILITIES:

Work under the general supervision of the Manager of Transportation and Parking.

Plan, assign, supervise and review the work of subordinates assigned to Transportation and Parking.

Perform other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, scanners; handheld mobile equipment; word processing; database management; spreadsheets; and software and basic hardware associated with transportation, parking access and revenue control systems. Valid driver's license.

ENVIROMENTAL CONDITIONS:

The incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years' experience working with parking management systems; Demonstrated experience in computing, (including email, database management and spreadsheet software); Demonstrated strong

interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated analytical and problem-solving skills; Demonstrated supervisory experience; Willingness to travel; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of three years' experience working on a college campus, in the parking industry, and/or transportation industry; and, Demonstrated ability to coordinate the maintenance and repair of parking facilities with contractors.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.