

DIRECTOR OF OPERATIONS
(Albany Parking Authority)

The Director of Operations works under guidance and direction of the Executive Director and has broad responsibility for planning and implementing parking system policies and procedures, in conjunction with the Executive Director and as approved by the Board of Directors, to effectively manage facilities and to plan development of parking choices and opportunities for the public.

Responsibilities and Duties

- Provides effective overall day-to-day leadership of the APA including its finances, operations, administration, communications, and its infrastructure to achieve the APA's strategic goals and near-term objectives.
- Recommends policy improvements and prepares and develops plans for responsible growth and maintenance of the parking system for consideration by the Executive Director.
- Supervises the Operations management team for the daily activities of the parking system.
- Has shared responsibility to maximize revenue and minimize expense.
- Participates in the preparation of annual budgets, operating plans, and periodic financial reports to measure operating performance.
- Participates in the preparation of RFP's and bid requests.
- Project management (Annual repairs, meter installations, and construction related to the Authority's needs).
- Manages and monitors the on/off street parking meter system.
- Manages and monitors the authority's maintenance program including equipment needs.
- Manages and monitors the overall vehicle fleet for the Authority.
- Meets and confers with elected officials, civic, and business leaders to participate in and assist in economic development.
- Coordinates activities of the parking system with other transportation-related entities of the City, State, and private interests.
- Oversees the daily maintenance program for projects related to Downtown Albany's pedestrian infrastructure.
- Oversees the maintenance program for the City of Albany's Electric Vehicle charger program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of record-keeping procedures and practices;
- Good knowledge of personnel policies and procedures;
- Good knowledge of personal computers and office equipment;
- Ability to plan and supervise the work of others;
- Ability to maintain records and to prepare accurate reports and correspondence;

- Ability to exercise initiative and sound judgment;
- Ability to establish and maintain effective and appropriate relationships with the public, City of Albany departments, other authorities, agencies and employees;
- Ability to effectively manage a municipal parking system.
- Ability to plan for responsible growth and maintenance of the parking program.
- Ability to issue clear verbal and written instructions.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and (5) years of full-time paid experience management, operation and maintenance of revenue control equipment and parking facility experience; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and seven (7) years of full-time paid experience management, operation and maintenance of revenue control equipment and parking facility experience; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and nine (9) years of full-time paid experience management, operation and maintenance of revenue control equipment and parking facility experience.