

PROJECT COORDINATOR
(Albany Parking Authority)

DISTINGUISHING FEATURES OF THE CLASS: Involves confidential work duties related to the operations of the Albany Parking Authority, as specifically requested, and overseen by the Director of Enforcement. The incumbent performs record keeping or record analysis work. (Specific instructions are given when employee works only under general supervision). This position is primarily responsible for maintaining customer account and agency inventory records on a computerized system. The duties of this position include interaction with customers, staff, and city departments to facilitate the coordination of Emergency No Parking requests.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Participates in the keeping of accounting records including, customer accounts, corporate accounts and inventories.
- Coordinate with various city agencies, vendors, construction companies, and the public to enact emergency no parking in Albany.
- Participates in the preparation of annual reports or monthly financial reports and makes recommendations concerning the establishment of new forms and/or procedures.
- Creates and manages invoices corresponding to reserved meter parking and emergency no parking, following up on outstanding payments & resolving any billing related issues.
- Creates and maintains customer accounts.
- Prepares purchase requests, vouchers for payment, etc.
- Reconcile data found in reports, graphs, charts, and spreadsheets.
- Issues receipts for monies received.
- Compiles data for and helps in the preparation of simple financial and statistical reports.
- Sorts, indexes and files requisitions, vouchers, invoices and other material.
- Answers phones and directs calls to appropriate staff/department.
- Operates various office equipment.
- Furnishes information to the public and responds to requests and complaints.
- Enters and retrieves information in an automated information system.
- Assists with customer service for various requests and inquires received.
- Assists in verifying and reconciling account balances according to a prescribed procedure.
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern methods used in maintaining financial accounts and records
- Good knowledge of personal computers, spreadsheet software and billing software and office equipment.
- Good knowledge of the fundamentals of modern office practices and procedures.
- Good knowledge of the use of radio dispatch, personal computers and office equipment.

- Knowledge of office record keeping practices
- Ability to understand and follow complex oral and written instructions.
- Ability to enter data, maintain records, prepare reports.
- Ability to prepare related administrative reports and to assist in unit management
- Ability to provide necessary coordination between supervisors and various departments.
- Ability utilize computers in retrieving related programmatic information.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships often under adverse conditions.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited of New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in any field ;OR
- B. Graduation from a regionally accredited of New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in any field and at least two (2) years of fulltime professional experience in finance, customer service, sales or related field; OR
- C. Graduation from High School or High School equivalency diploma, with four (4) years of fulltime professional experience in a finance, customer service, sales or related field; OR
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B), (C) above.