SENIOR PROGRAM SPECIALIST
Parking Programs

DEFINITION
Under general supervision, performs advanced level program support functions to assist in resolving administrative and management issues; develops related recommendations and prepares related reports.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assist in the development of parking policies and marketing plans to ensure industry’s best min are implemented;
- Provide management and administrative services to third-party owners of parking facilities, and review and
- Develop and maintain innovative methods of communicating with the public, such as social media or opt-in email.
- Assist with day-to-day administration of all associated vendor contracts/agreements and services to ensure contract performance and compliance.
- Coordinate with other departments, agencies and clients to determine parking requirements, addressing concerns regarding parking and traffic impact;
- Conduct field audits to verify systems and policies are in place and followed;
- Prepare reports, proposals, studies, correspondence, marketing and other types of written communications;
- Research industry trends and standards to recommend modifications to parking programs, procedures, rates, facilities, and other parking-related matters as appropriate;
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the parking industry.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations, organizational planning, analysis principles, research techniques, and of budget and grant management principles and techniques
- Skilled in preparing complete, complex, comprehensive and accurate reports, in assessing and prioritizing multiple tasks, projects and demands, working with conflicting deadlines to complete projects, providing and following oral and written instructions, and in establishing and maintaining productive working relationships
- Ability to establish and maintain productive relationships with partner organizations including employers, businesses, district boards and other stakeholder groups, perform essential tasks with minimum supervision, and to effectively communicate verbally and in writing in English with all levels of staff and the public;
- Proficient in operating a personal computer and Microsoft Office Suite software and other industry related systems to perform essential job duties.

QUALIFICATIONS
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor’s degree from an accredited college or university AND (4) year’s professional experience performing research, complex analysis, budget preparation or public administration support.