



PARKING OPERATIONS MANAGER

NATURE OF WORK

This is managerial work overseeing the parking services of the Sergeant at Arms Office (SAA) of the Senate. Work involves coordinating all areas of parking under the jurisdiction of the SAA and the distribution of parking permits to Senate staff, and managing parking and administrative personnel. Work also includes directing operations, creating and following budgets, preparing strategic plans for automation and technology migration, and Continuity of Operations (COOP) and emergency parking. Work is performed under the general direction of the Director of Central Operations.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Oversees the daily operations of the parking operations of the Senate; develops policies and procedures for this unit.
- Directs, manages and reviews work of parking and administrative personnel through supervisors; interviews, hires, trains, evaluates, and terminates staff.
- Interacts with all Senate offices, United States Capitol Police, and the Architect of the Capitol to review and modify parking allocations and requests.
- Resolves parking complaints; coordinates parking enforcement with Capitol Police.
- Oversees biennial renewals and on-going production of parking permits; orders and inventories parking permits.
- Collaborates with the SAA Office of Police Operations, Security and Emergency Preparedness and various working groups on security issues, policies, plans, and procedures to execute emergency and special event logistics and objectives.
- Conducts or contracts research, special studies, and administrative reviews involving parking and related security issues at the direction of the department head; compiles and analyzes data, makes recommendations and prepares reports on operational and administrative subjects.
- Establishes, proposes and reviews budget requirements for parking operations.
- Identifies, analyzes and reviews new technology for parking operations.
- Reviews and refers to Counsel reports of vehicle damage from all parking areas under the purview of the SAA.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work involves walking, standing, bending, operating a keyboard, and safely lifting moderately heavy objects up to 50 pounds.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in management, business administration or a related field, and five to eight years of increasingly responsible management experience, including at least five years in a supervisory capacity; or any equivalent combination of education and experience that provides the following knowledge, skills and abilities:

- Knowledge of modern methods of personnel and financial management.
- Knowledge of SAA parking jurisdiction, policies and procedures.
- Knowledge of vehicle damage and claim resolution.
- Skill in the operation of standard office equipment, including a personal computer; computer systems such as database, spreadsheet and word processing software; and mobile communication devices.
- Ability to plan, supervise, direct and evaluate the work of assigned staff.
- Ability to operate a vehicle with manual transmission.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Possession of a valid driver's license for at least five years and a good driving record required.

Must possess the ability to obtain a Top Secret Security Clearance.

Must possess the ability to obtain a Segway certification.