

Parking Manager

Position Details

Position Information

Announcement Number	STAFF - VA - 20281
For questions regarding this position, please contact:	Kristine Mashaw (406) 994-5428 kristine.mashaw@montana.edu
Classification Title	Program Mgr
Working Title	Parking Manager
Brief Position Overview	The Parking Manager is responsible for all parking operations and planning for the MSU Bozeman campus.
Position Number	4M1054
Department	Parking Facility
Division	Office of VP for Administration & Finance
Appointment Type	Classified
Contract Term	Fiscal Year
Semester	
If other, specify From date	
If other, specify End date	
FLSA	Exempt
Union Affiliation	Exempt from Collective Bargaining
FTE	1.0
Benefits Eligible	Eligible
Salary	Salary range of \$25.48 to \$31.25 hourly, commensurate with experience, education, and qualifications
Contract Type	Classified Salary
If other, please specify	
Recruitment Type	Open

Position Details

General Statement	The mission of the Montana State University Police Department is to provide Montana State University students, faculty, staff, and visitors a safe and secure environment for living and learning. We continuously strive to build and cultivate relationships, foster ongoing education, and provide a visible and welcoming presence for our community.
Duties and Responsibilities	<ul style="list-style-type: none"> Responsible for the management of the MSU parking garage and lots, in administering the assignment and control of parking spaces. This position deals with faculty, staff, students, visitors, government agencies, and community partners.

- Reviews permit allocation system and parking enforcement program and recommends and/or implements changes to achieve departmental initiatives. Works with university leadership for input and feedback on all parking operations.
- Develops and manages annual operations and long term repair and replacement budgets.
- Provides communication that is transparent, clear and understandable, tailored to specific audiences.
- Develops benchmark and other performance-metrics and best practices to support accurate analysis, management and decision making for the parking operation.
- Conduct research/surveys and develop long-range plans and strategies to achieve unit, department, and university goals.
- Recommends the prioritization of parking resources to achieve maximum institutional benefit.
- Manages all short term and long-term projects as well as the identification of larger scope projects requiring maintenance/renovation of all campus parking facilities.
- Provides advice and assistance to MSU transportation initiatives and campus community as requested.
- Reviews and updates, as needed, the comprehensive parking business plan to meet the needs of all stakeholders, complements and is consistent with the overall campus plans. Keeps abreast of industry standards, new developments, and innovations and best practices.
- Resolves customer complaints, including interpretation of policies, rules and regulations.

Required Qualifications – Experience, Education, Knowledge & Skills

1. Three (3) years of experience supervising employees or managing accounts.
2. Demonstrated experience researching, gathering data, interpreting information, and developing organizational plans in a project driven work environment.
3. Working knowledge of a variety of computer hardware and software systems, capabilities, and uses in an administrative operation.
4. Demonstrated experience hiring, evaluating, supervising, scheduling, managing, and directing the work activities of employees.
5. Demonstrated experience establishing and maintaining productive working relations with a wide variety of constituents both internal and external to the organization.

Preferred Qualifications – Experience, Education, Knowledge & Skills

1. Bachelor's degree in a related field.
2. Five (5) years of experience managing complex programs or accounts.
3. Working experience in parking management software or other enterprise resource planning software and databases.
4. Successful experience managing a parking and/or transit program on a university campus.
5. Experience in a university setting.
6. Certified Administrator of Public Parking (CAPP) or Certified Parking Professional (CPP) certification.

The Successful Candidate Will

- Be committed to a positive customer service experience.
- Have detailed working knowledge of parking operations and programs.
- Have demonstrated ability to direct and manage multiple tasks, priorities, and shifting expectations in a dynamic and growing institutional environment.
- Have good team building, project management and analytical skills.
- Have the ability to manage various financial aspects.
- Implement innovative practices to improve processes and provide quality control.
- Have highly effective written and verbal communication skills that can be used with people of various backgrounds, cultures, experience, and education levels.
- Ability to work independently, as well as with others.
- Have effective leadership, planning, and conflict resolution skills.
- Have the ability to prepare and conduct meetings and presentations.
- Have the ability to consistently make appropriate administrative decisions and exercise good judgment.

Position Special Requirements/Additional Information

This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts Montana State University's rights to assign or reassign duties and responsibilities to this job at any time

Must possess currently or be eligible to obtain a valid State of Montana Driver's license and have an acceptable driving record (less than 12 points), or have other reliable means of transportation. Must have access to a vehicle to use for work (mileage will be reimbursed), and have minimum vehicle liability insurance. Do NOT send a copy of the driver's license.

Must successfully pass a thorough criminal background check.

The person in the position may need to work on weekends and special events.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed above are representative of the knowledge, skill, and/or ability required.

This position has supervisory duties?

Yes

Posting Detail Information

Number of Vacancies

1

Desired Start Date

Upon completion of a successful search.

Position End Date (if temporary)**Open Date****Close Date****Applications will be:**

Screening of applications will begin on February 6, 2020; however, applications will continue to be accepted until an adequate applicant pool has been established.

Special Instructions**Diversity Statement**

Montana State University values diverse perspectives and is committed to continually supporting, promoting and building an inclusive and culturally diverse campus environment. MSU recognizes the importance of work-life integration and strives to be responsive to the needs of [dual career couples](#).

Montana State University is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged.

Montana State University makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To request an accommodation, contact the Human Resources Office, PO Box 172520, Montana State University, Bozeman MT 59717-2520; 406-994-3651; recruitment@montana.edu.

In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the veteran's preference information located in the Demographics section of your profile.

MSU's Non-Discrimination Policy and Discrimination Grievance Procedures can be located on the MSU Website: http://www.montana.edu/hr/disability_accommodation/complaints_grievances.html.

Applicant Documents

Required Documents

1. Cover Letter
2. Resume

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).