



CITY OF NORWALK  
invites applications for the position of:  
**Assistant Director  
for Parking**

An Affirmative Action/Equal Opportunity Employer

**SALARY**

Hourly  
\$51.12 - \$60.41

Annually  
\$100,059.00 - \$118,255.00

**OPENING DATE:** 04/01/21

**CLOSING DATE:** 05/01/21 11:59 PM

**DESCRIPTION OF WORK:**

**Position Definition:** Advances progressive parking policies, initiatives and capital/operating programs in the City. Oversees the parking vendor to ensure effective and efficient management, maintenance and operations.

**Example of Duties:** Provides guidance and expertise to the Norwalk Parking Authority related to parking policies, including but not limited to parking rates, enforcement, ADA compliance, progressive parking policies, and the integration of progressive parking initiatives, including but not limited to electric vehicle charging stations, and updated parking application technology. Provides oversight and direction to the third party parking and management operator. Ensures Norwalk Parking Authority decisions are executed correctly and in a timely manner. Communicates effectively with the Mayor's Office, Business Development and Tourism, Public Works, the Police Department, Fire Department and others on policy changes and initiative rollout. Communicates effectively with residents, businesses and the public on policy changes and initiative rollout. Responds in a timely fashion to the public about parking complaints, issues, and repairs. Provides research, analysis, project management, coordination, and communications related to policies, initiatives and programs. Maintains data related to the current parking environment. Develops projections related to overall future need and location of parking. Collaborates with City Departments, Agencies and other team members in reviewing parking capacity and shared parking arrangements for development projects in the City. Provides analysis and guidance on the impacts to the overall neighborhoods and districts. Reviews and Expands curbside management programs to accommodate diverse on street mobility options including flex spaces for deliveries and short term parking needs, on demand transportation, bike parking and routes. Provides oversight to the third party contractors and consultants, including contract management, budget management, coordination with other City Departments and the RDA, deliverables, briefings, and presentations. Prepares the Norwalk Parking Authority's operating and capital budgets. Presents the Norwalk Parking Authority operating and capital budgets to City Commissions and Committees, as part of the budget process. Coordinates with the Bike/Walk Commission, as it relates to bicycle parking options. Attends Bike/Walk Commission meetings when required. Coordinates with the Traffic Authority, as it relates to parking. Attends Traffic Authority meetings, when required.

**Additional Duties:** Responds to grant application opportunities to secure infrastructure funding and support for ongoing and future projects. Presents and/or supports staff presenting to the public, Committees, Commissions and the Common Council, as required. Provides supervision to staff members and interns, as required. Performs related duties as required.

**Supervised By:** Receives general supervision from the Director of Transportation, Mobility and Parking.

**Note:** The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

**REQUIRED KNOWLEDGE,  
SKILLS AND ABILITIES:**

Thorough knowledge of parking policies and programs. Thorough knowledge of methods, practices, procedures, and equipment pertinent to On-Street and Off-Street parking operations. Thorough knowledge of progressive parking concepts, approaches and applications, for example Performance-Based Pricing. Knowledge of municipal financial operations, procedures, procurement and reporting requirements. Ability to manage projects. Ability to establish and maintain effective working relationships with employees, officials, and the general public. Ability to assign tasks to others and supervise activities. Ability to communicate orally and in writing. Ability to present oral reports.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in business, public administration, or a related field and four years of progressively responsible managerial experience in municipal, hospital, or university parking operations or a Master's Degree in business administration or public administration or related field with three years of the indicated experience or any equivalent combination of training and experience or combination of education and experience to excel in the position.

**SPECIAL  
LICENSES/CERTIFICATIONS  
AND/OR SUPPLEMENTAL  
INFORMATION:**

**License or Certificate:** Valid Motor Vehicle License required.

This position is a Grade 6.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://agency.governmentjobs.com/norwalk/default.cfm>

Job #0034-01-2021  
ASSISTANT DIRECTOR FOR PARKING  
AB

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