

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2555800

Parking Services Manager, Grade 23 2555800
Director Parking Services, M-2 2555900

Brief Description of Class Series

Positions in this series administer parking services to New York State employees, contractors and consultants, and the general public at the Office of General Services (OGS).

Distinguishing Characteristics

Parking Services Manager: managerial level; under the direction of the Director Parking Services, supervise administrative or field operations within the Bureau of Parking Management; and, administratively supervise Administrative Assistants or Parking Operations Supervisors 2, and lower level parking and clerical staff.

Director Parking Services: one position class; under the direction of executive staff, direct the parking program, and develop and approve parking policy and procedures; and, supervise Parking Services Managers and lower level staff.

Related Classes

Parking Operations Supervisors 2 provide facility security, enforcement of parking policies, event management, and maintenance operations; and, directly supervises Parking Operations Supervisors 1.

Illustrative Tasks

Parking Services Manager

Coordinate snow removal logistics including scheduling during winter months; administer snow removal contracts including contractor oversight.

Schedule and oversee lot paving, patching, landscaping, and striping.

Coordinate special event logistics including scheduling, parking tags and revenue collection.

Manage parking spaces and revenue collection via payroll deduction.

Analyze and manage the dissemination and collection of parking hang tags.

Manage the uniform distribution and collection process.

Oversee capital program to support parking facility maintenance.

Administer transportation services contract.

Evaluate geographic circumstances for integration to statewide OGS parking system.

Make recommendations to executive staff regarding capital plan expenditures, capacity assessments, public relations, and negotiating strategies with appropriate union leadership.

Manage routine and ongoing internal assessments to ensure data record integrity and payment compliance.

Evaluate business processes and information systems development in conjunction with Information Technology Services.

Prepare materials for Governor's Office of Employee Relations and union review at local and statewide levels.

Interact with the Division of the Budget and Office of the State Comptroller to provide current revenue projections and ensure compliance with Public Officers' Law.

Perform the full range of administrative supervisory responsibilities.

Director Parking Services

Oversee the implementation of parking enforcement policies.

Oversee all aspects of the OGS parking system which includes permitting in eligible facilities statewide, ongoing policy and business development of the program, payment compliance, and potential program expansion.

Monitor work allocation balance between general employees and management.

Administer the OGS parking database including the lot management tool.

Ensure proper support for large-scale public events that take place at the Empire State Plaza, as well as cash management compliance.

Provide direction for weather-response operations including snow management and general maintenance efforts.

Manage interactions with key stakeholders including State employees, union representatives, the Governor's Office of Employee Relations, and other State agencies.

Serve as chief liaison with Information Technology Services (ITS) representatives to resolve information systems flaws and develop new tools.

Evaluate business processes and information systems development in conjunction with ITS.

Perform the full range of administrative supervisory responsibilities.

Minimum Qualifications

Parking Services Manager

Promotion: one year of permanent competitive service as a Parking Operations Supervisor 2.

Director Parking Services

Promotion: one year of permanent competitive service as a Parking Services Manager.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 5/2018