

CITY OF MIDDLETOWN

MMPA VACANCY ANNOUNCEMENT

POSITION TITLE: DIRECTOR OF PARKING

SALARY RANGE: \$28.10 - \$41.61 per hour/40 hours per week

SALARY GRADE: Maximus Grade: 15

The City of Middletown is accepting applications for the position of Director of Parking. This position will oversee the administration of the newly created Middletown Parking Department.

APPLICATION CLOSING DATE: Completed *Application for Employment* forms must be received in the Personnel Office **no later than 4:30 p.m. on September 8, 2009.** **Resumes submitted without the completed application form will not be considered.**

COMPLETE JOB DESCRIPTION AND APPLICATION FORMS: May be obtained in the Personnel Department, Room B-11, Middletown Municipal Building, 245 *deKoven Drive, Middletown, Connecticut 06457*; or visit our website at www.cityofmiddletown.com. Click on *Careers*.

POSITION PURPOSE: Under the direction of the Mayor, this position develops and administers the budget, operations, policies and programs of the Middletown Parking Department. This position directs and participates in the planning, acquisition, construction, maintenance and operations of parking facilities and areas.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: Bachelor's degree in Business Administration, Public Administration or closely related financial field and four (4) years of experience in the administration of parking facilities. Certified Administrator of Public Parking (CAPP) from the International Parking Institute is highly desirable. A valid Connecticut Motor Vehicle Operator's License is required. Successful candidate will be required to pass a background investigation upon condition of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (examples of) Manage the fiscal and functional activities of the Parking Department; Develop and administer the budget; Coordinates the identification, acquisition, construction and maintenance cue of public park areas with other department; Provides for cash management, record keeping and accurate accounting of income and expenses; manages all metered public parking areas and off-street parking lots; Supervises daily operations and resolving issues to include coordination of work and repair of lots and equipment, snow removal, customer service, equipment operation, software operation and revenue control; Supervises personnel in the functional areas of office management, metered collection and enforcement as provided by Ordinance; Represents the department before the Common Council and Commission; Represents the department before local business associations, commercial developers and community groups; Interacts with the public, responds to complaints and facilitates the appeal process for parking tickets; and Performs other related functions as assigned or required.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Personnel Department prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Issued: 8/25/09