**Assistant Manager, Transportation Standard Job Description**

**Classification Title:** Assistant Manager, Transportation

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Minimum Pay:** $79,400.00

**Job Description Summary:**

The Assistant Manager, Transportation is responsible for assisting in the management and coordination of the Parking Services Unit.

**Essential Duties and Tasks:**

**40% Management**

* Is responsible for selecting, orienting, training, motivating, and retaining staff capable of meeting current and projected human resource needs for the unit.
* Plans, schedules, and monitors staff, including responsibility for coordinating/assigning and scheduling leave. Is charged with ensuring adequate staffing for meeting unit goals to include interviewing and hiring, disciplinary actions and terminations, probationary reviews, and annual evaluations.
* Provides employees with operational feedback. Is responsible for approving time worked and leave requests for full-time employees.

**20% Operations**

* Responsible for monitoring parking management system counts and equipment alerts and responds with the appropriate action or updates.
* Develops content for and publishes operating manuals for event management.

**10% Customer Service**

* Confers with students and employees about Texas A&M University traffic and parking policies and regulations.
* Provides education to staff, faculty, students and visitors regarding TAMU traffic and parking regulations.

**10% Departmental Objectives/ Customer Service**

* Transportation Services is committed to providing courteous, responsive, quality service to our customers by fostering a respectful, positive, and welcoming environment for all.
* Employees are responsible for the following: representing the department to internal and external customers; maintaining 100% on time compliance with all university required training for all employees; approving time worked and requesting appropriate leave in a timely manner; reading and responding to e-mail; reviewing/reading information listed on the department intranet; performing assigned tasks in a safe manner and utilizing personal protective items/equipment as appropriate or instructed by supervisor or department; reporting unsafe actions or conditions to supervisor immediately and supporting and following unit/department safety guidelines, practices and policies.
* Persons in this position will be required to drive state vehicle to travel to various parts of campus and are considered essential when the University declares an emergency, campus closure, class cancellations, etc.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or any equivalent combination of education and experience.
* Four years administrative experience, to include three years supervisory experience.

**Required Licenses and Certifications:**

* Valid driver’s license. Must be able to obtain State of Texas class “C” vehicle operator’s license within 30 days of employment,

**Required Knowledge, Skills, and Abilities:**

* Demonstrated leadership ability.
* Ability to identify work priorities.
* Advanced skill in oral and written communication.
* Ability to work effectively under pressure and to function without perceivable supervision.
* Ability to accomplish objectives through the development and utilization of personnel.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone
* Printer
* Radio
* Fax

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**