 **Manager, Parking Systems Standard Job Description**

**Classification Title:** Manager, Parking Systems

**FLSA Exemption Status:** Exempt

**Pay Grade:** 16

**Minimum Pay:** $97,563.70

**Job Description Summary:**

The Manager, Parking Systems, under general direction, is responsible for the management of parking systems including parking access and revenue control, license plate recognition (LPR), parking guidance systems, video surveillance and intercom systems.

**Essential Duties and Tasks:**

**40% Management of Parking and Surveillance Systems**

* Manages the design, implementation, and maintenance of parking, surveillance, and license plate recognition systems.
* Oversees quality assurance and control on product delivery, projects, and services.
* Serves as the primary administrator for campus access systems.
* Collaborates with IT and other stakeholders for supporting infrastructure and provides input on new parking structure designs.

**30% Personnel Recruitment and Supervision**

* Recruits, hires, mentors, and supervises technical staff within the unit.
* Manages personnel issues and offers guidance on technical aspects of projects related to PARCS, surveillance, and LPR systems.
* Creates and maintains collaborative working relationships with stakeholders, customers, and vendors.

**10% Technical Support and Consultation**

* Provides consulting for non-typical issues that are escalated.
* Oversees implementation and monitoring of requirements and documentation to meet required standards.
* Assists in overseeing maintenance and repairs performed by external entities.

**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 equivalent combination of education and experience
* Six years of related experience

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends.

**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**

**No**

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

**Yes**

**No**