

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Parking Program Supervisor

Unit: Supervisory and Professional

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Job Code: D1259
Original Date: 07/1990
Last Revision: 07/2024
Staff Type: Classified
FLSA status: Exempt
Salary Range: 03

DEFINITION

Under the direction of the Chief of Police or assigned manager, plan, coordinate, maintain, and supervise all functions related to the districtwide Parking and Live Scan Fingerprint Programs; oversee the training, assignment, and direction of assigned personnel.

DISTINGUISHING CHARACTERISTICS

The Parking Operations Supervisor is the first level classification in this series. The Parking Operations Supervisor is distinguished from the Parking Program Supervisory class by focusing on performing Live Scan (fingerprinting) and parking citation processing. This level is responsible for performing the more complex duties as well as overseeing Parking and Live Scan Fingerprint operations.

EXAMPLE OF DUTIES

1. Plan, coordinate, and supervise the operation, enforcement, policies, and activities of the Parking and Live Scan Fingerprint Programs throughout the District.
2. Evaluate Parking and Live Scan Program needs and develop, prepare, and monitor program budgets. Make recommendations for budget expenditures and monitor expenditures accordingly. Plan purchase orders and payments and coordinate with other district departments.
3. Recommend improvements and revisions on parking and Live Scan policies and procedures; analyze operations and assignment of personnel.
4. Coordinate and participate in training activities related to parking and Live Scan fingerprinting; attend meetings and conferences. Answer a wide variety of inquiries related to parking and fingerprinting programs; interpret and apply laws, rules, policies, and procedures.
5. Supervise, evaluate, and train personnel.
6. Oversee the maintenance of departmental records and files. Oversee the preparation of required reports; review reports submitted by personnel for accuracy and completeness and take or recommend action as appropriate.
7. Assist Facilities Management staff, campus administrators, and contract construction managers with the planning and coordination of parking lot maintenance and construction projects.
8. Oversee the efficient scheduling and assignment of personnel for daily operations and special events. Coordinate and oversee the operation of shuttle services.
9. Oversee the parking citation adjudication program. Review for compliance with State law. Evaluate and maintain related computer hardware and software.
10. Oversee the parking permit machine and emergency call-box maintenance and the testing of related computer programs and hardware.

- 11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education and California Vehicle Codes.
- Computer applications, including word processing, spreadsheets, and databases.
- Basic mechanical tools and use.
- District organization, operations, objectives, policies, and procedures.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze situations effectively and develop an effective course of action.
- Basic mechanical maintenance.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Interpret and apply sound principles of community college parking administration.
- Maintain records and prepare reports.
- Establish and meet schedules and time lines.
- Plan and supervise work.
- Prepare clear, concise, and comprehensive verbal and statistical reports.
- Recommend improvements in department operations and changes in policies and procedures.
- Train and supervise personnel.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: an Associate's degree in Public Administration or related field and three years of administrative experience, including one year of supervisory experience.

License:

- Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

- Category III

Environment:

- Favorable, usually involves an office.