

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Parking Operations Supervisor

**Unit:** Supervisory and Professional

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**Job Code:** D1269  
**Original Date:** 12/2005  
**Last Revision:** 12/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 06

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### DEFINITION

Under the direction of the Parking Program Supervisor or assigned manager or supervisor, plan, coordinate, maintain, and supervise all functions related to the District's LiveScan Fingerprint Program; oversee the training, assignment, and direction of assigned personnel; and assist the Parking Program Supervisor and support the District Parking Services staff as needed.

### 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 assists the Parking Program Supervisor and may perform many of the duties of that class that are generally smaller in size and with less complexity and responsibility.

### EXAMPLE OF DUTIES

1. Plan, coordinate, and oversee the general operation of the District LiveScan (electronic) Fingerprint office; ensure the efficient scheduling and assignment of personnel, operational activities, and policies and procedures of the operation.
2. Evaluate operational needs and make recommendations for improvements and revision of policies and procedures; analyze operation activities and assignment of personnel. Monitor systems and procedures for compliance with California Department of Justice requirements.
3. Act as liaison between the center, outside agencies, and the California Department of Justice (DOJ).
4. Monitor cashier functions and procedures for compliance with accepted accounting practices. Oversee billing and invoice reconciliation for outside agency contracts and the reconciliation of cash, check, and visa charge transactions and their deposits. Recommend changes when necessary.
5. Respond to problems referred by staff, customers, third party vendors, or DOJ. Provide supervisory back-up to personnel involved in resolving parking services and enforcement issues, including citation payments, appeals, or disputes.
6. Coordinate and participate in training activities related to LiveScan; attend meetings and conferences. Answer a wide variety of inquiries related to LiveScan; interpret and apply laws, rules, policies, and procedures.
7. Supervise, evaluate, and train assigned personnel. Schedule work and office responsibilities; review and approve work and perform performance evaluations. Make recommendations on hiring decisions.
8. Oversee the maintenance of departmental records and files. Oversee the preparation of required reports; review reports submitted by personnel and third party vendors for accuracy and completeness and take or recommend action as appropriate.
9. Assist the Parking Program Supervisor in negotiating and reviewing new contracts with outside agencies. Recommend budget expenditures and monitor expenditures accordingly.

10. Facilitate the operation of Parking Services sign program, including producing, placing, and maintaining an inventory of signs and advertising availability of this service to district departments. Coordinate asphalt and sign maintenance and repairs in student parking lots district-wide.
11. Act as the District liaison with contract services and vendors to ensure district sites are maintained as scheduled.
12. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable sections of California Education, California Penal, and California Vehicle Codes.
- Basic auditing and accounting requirements for California Community Colleges.
- Computer applications, including word processing, spreadsheets, and databases.
- Computer information systems concepts, operations, capabilities, and applications in LiveScan, accounting, budget development, and personnel database.
- 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 communicate skills.
- Principles and practices of administration, supervision, and training.
- Principles, practices, and terminology used in accounting and auditing.
- Record keeping techniques.
- System design analysis and programming.
- Technical aspects of Parking Services and LiveScan fields of specialty.

#### Skills & Abilities:

- Analyze situations effectively and develop an effective course of action.
- Communicate effectively both orally and in writing.
- Develop operating plans for fiscal accounting operations.
- Establish and maintain effective and cooperative working relationships with others.
- Interpret and apply sound principles of LiveScan administration.
- Meet schedules and time lines.
- Plan and supervise work.
- Prepare clear, concise, and comprehensive verbal and written 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 independently with little direction.

#### Training & Experience:

Any combination of training and experience equivalent to: an AA degree in Public Administration or related field and two years of administrative experience, including one year of supervisory experience or practical experience in LiveScan or parking operations.

#### License:

- Must demonstrate ability to obtain a valid California Fingerprint roller certification which requires submission of personal fingerprints to the California Department of Justice and FBI and ability to pass a thorough background investigation.
- Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:  
Category III

Environment:  
Favorable, usually involves an office.