

## MANAGER (HARTSDALE PUBLIC PARKING DISTRICT)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Board of Commissioners of the Hartsdale Public Parking District, the incumbent of this class supervises the operation, maintenance and repair of metered and permitted parking facilities within the legal boundaries of the Hartsdale Public Parking District, in addition to metered parking areas on public rights-of-way owned by the Town of Greenburgh. This is a responsible administrative position with responsibility for facilities management, financial recordkeeping, budget preparation and personnel administration. Incumbents are required to attend monthly Commission meetings to record minutes for such meetings, as well as for public hearings and public discussions on district matters. The incumbent also serves as liaison between the Board of Commissioners and other boards and agencies (e.g. Greenburgh Town Board, local, state and county agencies and officials). Supervision is exercised over personnel involved in maintenance and repair work, coin collection/coin processing, issuance of permits and security duties. Oversight may also be exercised over private contractors hired by the district. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises all parking authority staff, schedules and sets daily work assignments and evaluates their performance;

Records all financial transactions (i.e.: receipts, disbursements, sales tax, refunds) and prepares all checks for expenditures, transfers, refunds for Board of Commissioners' approval;

Audits revenue deposits from meter collections and permits as prepared by office staff, and oversees bank statement reconciliation process;

Invests surplus funds at the advisement of the Board of Commissioners and district accountants;

Audits and controls issuance of all Hartsdale Public Parking District commuter, residential, merchant, snow parking permits issued annually and/or quarterly;

Prepares monthly administrative operations and oversight report for the Board of Commissioners and district counsel;

Responds to all correspondence, phone requests and complaints, and keeps the Board of Commissioners apprised of such;

Prepares annual proposed operating budgets for review and adoption by Board of Commissioners;

Prepares monthly financial records for submission to accountants in preparation of the monthly financial compilation reports and the audited annual financial reports;

Maintains inventory of all district equipment, supplies, properties and assets and updates records as needed;

Recruits, interviews, hires and trains staff; verifies references and conducts background checks prior to hiring, and consults with Board of Commissioners prior to final hiring approval;

Handles all personnel matters for the district, including enforcement of policies and guidelines adopted by the Board of Commissioners (sexual harassment, ethics, etc.), civil service reporting, and disciplinary proceedings in consultation with district's legal counsel;

Serves as principal liaison with Westchester County Department of Human Resources insuring compliance with civil service requirements while securing approvals for district requests to further organization objectives;

Prepares and submits all Civil Service personnel transactions to Westchester County Department of Human Resources; establishes and maintains employee records and data for the district;

Works with insurance agent to obtain and maintain all insurance policies for the district (liability, umbrella liability, auto, medical, fidelity bonds, etc.);

Administers medical and dental benefit insurance policies for employees;

Prepares biweekly payroll and maintains attendance records;

Conducts daily inspection of all parking areas with regard to usage, maintenance, special cleaning and repair needs and assigns staff to address these concerns as necessary;

Inspects and consults with maintenance staff regarding parking meter maintenance and repairs to determine which equipment needs to be replaced, and orders replacements as needed;

Attends all Board of Commissioner meetings to address any and all business of the district and records and maintains permanent record of minutes of all board meetings;

Schedules and attends public hearings and discussions and records minutes;

Prepares specifications for public bid items (snow removal, maintenance materials, construction/improvement projects, etc.) and works with engineers, architects and/or other professional consultants to prepare bid documents;

Publishes legal notices as required for public bids;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Good knowledge of modern methods, materials, equipment used in the maintenance and operation of parking facilities; good knowledge of the procedures used in collecting cash and keeping financial records; good knowledge of public personnel administration principles, practices, procedures and terminology; good knowledge of the application and interpretation of Westchester County Civil Service Rules as they apply to personnel transactions; working knowledge of legal aspects involved with operating public parking district; ability to plan, layout and supervise the work of others; skill in decision-making and problem solving to resolve issues in a timely manner; ability to communicate effectively and articulately with others, both orally and in writing; ability to deal with officials, their representatives, employees and the public; knowledge of labor contracts as

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (cont'd):

they apply to public personnel administration; knowledge of third party and medical provider billing and payment procedures; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; honesty; initiative; good judgment; accuracy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of financial recordkeeping experience, which must have included or been supplemented by two (2) years of supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to two (2) years of the financial recordkeeping experience. There is no substitution for the two (2) years of supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree granting institution.