



BOISE STATE UNIVERSITY

Job Standard for Parking & Transportation, Supervisor

Employee Name:

Employee ID:

Employee PCN:

How to use this Job Standard:

1. Click “View in Google Docs/Download” and download to Word.
2. The Job Overview, Level Scope, Minimum Qualifications and Essential Job Functions are specific to this job's competencies and cannot be edited.
3. For the Job Posting you may;
 - a. update/change the purpose to add in department specific information,
 - b. add key responsibilities to the 35% of the time, specific to your department needs,
 - c. add a preferred qualifications section
 - d. post the position using the business title

The statements on this job standard are intended to describe the general nature of the role and level of work being performed. They are not intended to represent an exhaustive list of all responsibilities, duties and skills required of the employee.

Parking & Transportation, Supervisor Overview

- Work Type: Professional
- Job Code: 75518
- Pay Grade: P4
- FLSA Status: Exempt
- Career Level: Supervisor
- Family: Campus Planning & Facilities
- Function: Parking and Transportation

Purpose

Oversee the Parking & Transportation units. Supervise parking enforcement and collection activities, ensuring proper staffing, proper and consistent enforcement and collection practices to ensure quality customer service to all campus partners and guests

Level Scope

Provides immediate supervision to a unit or group of operational or technical employees. Sets and delegates day-to-day tasks to achieve operational objectives. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or campus policies, procedures, and defined internal controls. Problems typically involve a single area, process or constituent group. Ensures accountability and stewardship of campus resources (operational, financial, and human) in compliance with departmental standards and procedures.

Minimum Qualifications

Bachelor's Degree or equivalent experience

Knowledge, Skills, and Abilities

- Ability to be self motivated, work independently and as a team
- Experience in dispute resolution and customer relations
- Knowledge of supervisory practices.

Essential Functions

Key Responsibilities

60% of Time the Parking & Transportation, Supervisor

- Oversee and train staff in the updating and maintaining of account records including vehicle information, collections, etc.
- Coordinate parking inventory management through initial permit sales and waitlist systems.
- Maintain and manage daily cash drawer(s) and cash fund for permit sale transactions and citation and event payments.
- Develop and coordinate the carpool permits, schedules and program, maintain proper inventory of all permits, supplies, and brochures
- Schedule and oversee daily operation
- Hire temporary staff as needed, update and maintain accurate training materials for staff
- Schedule and oversee timely campus communications and notifications regarding parking regulations and changes Make recommendations and implement social media best practices.
- Research, compile and present other data as requested

35% of Time the Parking & Transportation, Supervisor

Determined by department needs

5% of Time the Parking & Transportation, Supervisor

Perform other duties as assigned

Work Environment and Physical Demands

Some positions may involve frequent bending, moving, lifting, and carrying material weighing up to 50 pounds; some positions may involve moving, lifting, and carrying material weighing up to 70 pounds; standing up to eight hours each day; working in all weather conditions; exposure to high noise levels and require wearing hearing protection.

Travel Requirement

Will travel as necessary

Career Path

Parking & Transportation, Manager

Additional training/education or equivalent experience, as well as business need, are required for movement into higher level jobs.

Disclaimer

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work. Final employment offers are contingent upon a Final Candidate's successful completion of a Background Verification, and a determination by the University that the information derived from the Background Verification does not disqualify the individual. In addition, a Financial History Check and Motor Vehicle Record (MVR) Check may be required.