



City of Phoenix
ADMINISTRATIVE AIDE
ASSIGN: EMPLOYEE PARKING COORDINATOR

JOB CODE 06023

Effective Date: 4/98

DISTINGUISHING FEATURES OF THE ASSIGNMENT:

Positions in this assignment are responsible for coordinating employee parking programs for City employees who park in City controlled downtown parking facilities excluding the Civic Plaza facilities and providing paraprofessional staff support. Work involves validating legal documents, supervising and coordinating central parking contractor staff, responding to employee inquiries of parking programs, and drafting parking related policies and procedures. Work involves independent decision making on problems encountered within a defined activity area. Work is reviewed for completeness and accuracy by a Real Estate Operations Specialist.

Duties Include:

- Monitors and supervises parking management contractor in the day-to-day operations of the Employee Parking Program and the 305 Building Garage;
- Reviews parking registration forms, car pool applications and payroll deduction cards for completeness and accuracy;
- Reviews monthly billings from parking management contractor to assure that all services are supplied and expenditures are appropriate;
- Responds to inquiries from employees regarding the employee parking program as well as inquiries from the public using City parking facilities as well as board and commission members;
- Drafts parking related policies and procedures;
- Monitors leasing of parking spaces that supplement City-owned facilities;
- Maintains waiting lists of employees who wish to change/upgrade their parking assignment;
- Assists Police staff in parking enforcement by researching parking decals and parking assignments;
- Reviews daily non-chargeable parking ticket validations by investigating why a fee was not required;
- Prepares mailings and flyers informing employees of changes in the employee parking programs;
- Monitors and processes the payment process for leased parking facilities and accounts payable related to parking program;



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- Monitors daily bank deposits made by parking contractor and finalizes cash receipt reports filed with Finance Department.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.