

**EAST ORANGE PARKING AUTHORITY  
DESCRIPTION OF EXECUTIVE DIRECTOR  
POSITION AND RESPONSIBILITIES**

**NATURE OF EXECUTIVE DIRECTOR POSITION**

This is a chief executive management and administrative position responsible for the planning and organization of the City of East Orange Municipal Parking System. The Executive Director's job responsibilities include: parking facilities planning, development and construction; traffic management; integration of shuttle bus service into parking/transit system; overall supervision and direction of traditional parking services including: parking enforcement, meter maintenance, collection and installation; parking permit issuance; and parking facilities operations and maintenance.

Objective of Authority is to promote the free flow of traffic within the City of East Orange, taking into account bus, shuttle bus and other alternative modes of transportation, while developing new parking facilities to maximize the number of public parking spaces available for residents, merchants, employees and visitors, in the most efficient and cost effective manner possible.

**GENERAL KNOWLEDGE, SKILLS AND ABILITIES OF EXECUTIVE DIRECTOR**

- Bachelor's degree
- Knowledge of the principles and practices of public and business administration; management by objectives; zero-based budget preparation, justification, monitoring and analysis; supervisory principles and practices; and employee motivation principles and techniques.
- Knowledge of principles and practices of the parking industry.
- Knowledge of revenue control systems and parking technology; Municipal, County, State and Federal parking laws and regulations; collective bargaining agreements, NJ Civil Service and PERC regulations.
- Advanced skills with Microsoft Office Suite: Word, Excel, Outlook, PowerPoint and Quickbooks.
- Knowledge of project financing dynamics, including publicly-issued debt.
- Ability to:
  - interpret parking legislation as it relates to the City;
  - read and interpret surveys, plans and construction documents;
  - balance demand with limited resources in providing effective, efficient, and economical services to parking patrons and residents;
  - solicit and review information from various constituent groups, such as residents and merchants, and work with such groups to formulate recommendations for effective parking-related policies and procedures;
  - prepare and present clear and concise administrative and technical reports;
  - maintain current information on recent trends and developments in the parking industry;

- supervise, plan, direct, train, and coordinate the work of professional, technical, and clerical employees in the implementation of internal controls and operational policies and procedures in a manner conducive to full performance and high morale;
- identify problem areas, analyze and recommend solutions regarding the efficiency and effectiveness of Authority operations;
- disseminate effective advice regarding the identification of problem areas and the formulation, implementation and attainment of Authority goals and objectives in a manner which maximizes efficiency and effective utilization of resources;
- communicate clearly and concisely, both verbally and in writing to individuals and to groups; and
- establish and maintain effective working relationships with City officials, employees, professional associations, vendors, and the general public.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL EXECUTIVE DIRECTOR DUTIES**

- Oversees daily activities of Authority operations and personnel, including administration of parking enforcement obligations; fills in for absent supervisors/assistant.
- Implements programs, policies and procedures regarding minor (impact to less than 20 parking spaces) short-term (3 Calendar Days or less) suspensions or modifications of parking enforcement regulations without Board approval; implements major (impact to 20 or more parking spaces) short-term, and all long-term (4 Calendar Days or longer), suspensions or modifications of parking enforcement regulations without Board approval.
- Performs employee performance evaluations, and reviews evaluations performed by subordinate staff.
- Conducts or procures feasibility studies to determine the need for additional parking facilities, rate changes or adjustments, and the development of new residential and/or business parking programs and monthly parking programs.
- Reviews daily collection records and prepares monthly reports of revenue and expenses for the Board.
- Works with the residents and constituent groups of the City to develop recommendations for new programs, policies and procedures in an effort to maintain a priority level of customer service and satisfaction.
- Reviews City Ordinances to ensure that they comply with State statutes, rules and regulations.
- Attends Board meetings, and makes presentations and reports to the Mayor, City Council or other City personnel as needed.
- Responds to requests for information from City officials and personnel.
- Attends Community meetings, and works with Community groups as the City's Parking Authority representative.
- Acts as the certifying officer for the N.J. State Pension and Benefit Program. Responsible for all enrollments, terminations, changes, communications with the state program personnel, distribution of required notices and information to participants of

the program, submittal of all required quarterly reports, and recordkeeping of the pension deductions, submittal of monthly payments as necessary. Works in coordination with the appointed certifying supervisor.

- Acts as the records custodian for the Authority. Manages and maintains all records for the agency. Fulfills all requests for documents under the Open Public Records Act, unless a specific exemption exists for the requested document.
- Acts as website administrator for the Authority's website. Responsible for all updates, announcements, edits and uploading of documents to site. Works with the web host to maintain site and correct errors.
- Responsible for all purchasing and inventory control. Maintains budgeted limits for all purchasing and follows approval procedure for purchases set above allowed maximum limit, in compliance with the N.J. Purchasing Law. Conducts research on products/services that will provide savings to the authority.
- Responsible for all daily bookkeeping, reconciliation and deposit of permit sales, confirmation of daily meter deposits, handling of all billing/payment issues and resolutions, maintaining the Authority's financial files, and preparing monthly reports for Board review.
- Acts as the human resource representative in all aspects for the Authority. Responsible for hiring, terminations, maintaining personnel records, complying with all labor laws, state or federal, troubleshooting potential personnel problems, training and development of staff.
- Submits the biweekly payroll, ensures approved signatures on all checks, takes action to confirm that all funds are present to cover payroll expense. Makes adjustments on payroll as necessary, ensures all employee's payroll is in adherence to completed W-4 forms.
- Responsible for forwarding all payroll deductions of participating employees to company to maintain insurance.
- Develops an annual budget for the Authority in cooperation with the auditor and accountant for each new year. Submits the approved budget to the Division of Local Government for approval.
- Works with the auditor to complete the annual financial audit and takes the corrective actions as recommended by the auditor.
- Supervises the permit administration; reviews and develops changes to permit administration programs according to the needs of the client population.
- Acts as liaison to community organizations, attends meetings of such organizations and works in coordination with such organizations' members.
- Works with contract professionals and City personnel, and professional industry organizations to achieve Authority goals.
- Prepares meeting agenda packets, in coordination with the Chairperson and Authority counsel.
- Records minutes of each meeting, prepares annual meeting schedules, and advertises meetings as required by law.
- Responsible for supervision of customer service, ticket complaint resolutions, and defusing difficult situations with the public.

- Follows required procedures for the dismissal of tickets. Works in cooperation with local and state level court personnel concerning the required procedures.
- Maintains security procedures at the Authority's office to ensure safety of personnel and valuable Authority items and documents.
- Performs related work as required and/or as authorized by resolution adopted by the Authority Board.