

Executive Director Job Description

This position is executive and managerial work directing the operations of a public authority responsible for both on and off street parking policy and operations for the City of Allentown. This position is responsible for providing a broad range of parking related services for the City. This position is accountable to the Board of Directors of the Allentown Parking Authority.

Duties include:

- Develop, implement and review parking policies and operating procedures that support an appropriate capacity of on and off street parking opportunities
- Plan, manage, develop and oversee operation of parking facilities and lots
- Plan, manage and develop effective collection strategies for issued tickets and citations
- Establish and implement guidelines and standards for customer service and marketing parking to the public
- Develop a public information process for obtaining public opinion and support for parking regulations and services
- Develop and submit annual budget projections, and report monthly upon progress
- Develop and implement strategic planning issues in creating overall economic development strategy as it relates to parking in the City
- Negotiate real estate and financial transactions for the effective operation of the Authority
- Develop and implement policies and procedures as they relate to disbursement of funds, contract negotiations, purchasing and bid requirements and budget implementation
- Provide leadership in the management of personnel with total responsibility for human resources activities as they relate to recruitment, selection, employee relations, disciplinary action, training, safety and Union contract negotiations
- Serve as the contact for interaction with City, County and State officials as well as the media and general public

The ideal candidate will possess: extensive management experience (preferably in a municipal and/or non-profit environment), a demonstrated ability to further community and economic development projects, broad experience in developing and maintaining strategic partnerships, the capacity to manage a multi-faceted independent authority and the ability to quickly learn the complexities of the parking industry. Prior experience in a Public Administration position would be helpful but not necessary. Bachelor's degree required. Salary commensurate with experience. Attractive benefits package includes medical coverage, defined contribution plan, holidays, vacation, sick days.

Interested candidates should submit their resume', three references and salary requirements to: Tamara Dolan at dolan@allentownparking.com