Job Title: Parking Services Supervisor

BCAT Code: 093X05
Pay Grade: G11  FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Oversees the operation of the parking decks on Georgia State University (GSU) campus.

Examples of Duties
- Recruits, trains, schedules, and directly supervises the assigned parking attendant staff.
- Provides information, directions, and assistance to customers parking in the University community, such as faculty, staff, students, visitors, guests, and contractors.
- Communicates effectively the parking policies, procedures, and regulations to the University community and the public.
- Assists the Auxiliary and Support Services main office with special projects, operational transactions, and special events.
- Assists the parking enforcement staff and Georgia State University (GSU) Public Safety Officers and Security Guards as needed.
- Maintains a clean and orderly work environment.
- Repairs or reports malfunction of parking access control equipment to the manager.
- Operates a cash register and/or comparable computer equipment with a reconciliation drawer.
- Collects payments from customers parking on campus; properly distributes the change and receipts to the customers.
- Reconciles the cash drawer, tickets and permits, and system reports on a daily basis with a high degree of accuracy.
- Documents any cash shortages or overages.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the PowerPark parking management software.
- Knowledge of the Americans with Disability Act (ADA).
- Knowledge of parking services management and planning concepts.
- Knowledge of word processing, spreadsheets, and database software.
- Ability to work under inclement weather conditions.
- Ability to walk the parking facilities.
- Ability to direct and advise customers.
- Ability to operate parking equipment.
- Ability to lift as least 25 pounds.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Associate’s degree and four years of related experience; or a combination of education and related experience. Bachelor’s degree preferred. Must be able to work various shifts, such as days, evenings, nights, holidays, and weekends.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.