

Summary of Duties: A Parking Meter Program Manager plans, organizes, and coordinates the work of administrative and technical employees who operate and maintain the City's Parking Meter Program; and does related work. A Parking Meter Program Manager uses sound supervisory principles and techniques to build and maintain an effective work force and satisfy affirmative action responsibilities.

Distinguishing Features: A Parking Meter Program Manager directs, through subordinate supervisors, the City's Parking Meter Program which is a revenue generating program in the Department of Transportation. An employee in this class is responsible for:

- * The operating efficiency and cost effectiveness of the Parking Meter Program.
- * Maximum revenue collection from parking meters throughout the City.

A Parking Meter Program Manager, as a bona fide supervisor, performs the full range of supervisory activities. These include applying discipline, processing and resolving grievances and rating employee performance.

A Parking Meter Program Manager reports to the head of the Regulations Division in the Bureau of Parking Management and Regulations. An employee in this class receives assignments as broad objectives and maintains full responsibility for completing the work. The work is reviewed mainly on the basis of results attained.

Examples of Duties: A Program Meter Program Manager:

- * Plans, organizes, and directs, through subordinate supervisors, the work of the Parking Meter Program staff who:
 - * Analyze parking meter zone regulations and rates, and proposed installations of new meters.
 - * Install, maintain, and repair parking meters.
 - * Perform special studies related to the parking meter program, as requested by management.
- * Recommends changes or revisions to parking regulations.
- * Identifies and develops policies, procedures, and new approaches to resolve problems affecting the parking meter program.
- * Selects, orients, assigns, trains, evaluates, counsels, and disciplines employees using job-related criteria.
- * Gives equal employment/affirmative action information to employees.
- * Helps employees prepare for promotion as described in the City's Affirmative Action Program.

- * Prepares reports on program activities and accomplishments.
- * Coordinates program activities with other divisions.
- * Represents the Department of Transportation on parking meter-related matters before the City Council and other governmental agencies.
- * Investigates and responds to inquiries and complaints from the public.
- * Promotes the use of parking meters and the City's parking meter program.

Sometimes may do other work for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A Good Knowledge of:

- * Laws, regulations, ordinances, policies, and procedures concerning metered parking operations in the City of Los Angeles, including purchasing of parts, and contracting parking meter work.
- * Administrative and management principles and practices used in a multi-faceted, revenue producing operation.
- * Supervisory principles and practices: including planning, delegating, and controlling the work of subordinates.
- * Techniques for counseling, disciplining, training, instructing, and motivating subordinate personnel.
- * Techniques for evaluating employee work performance.
- * Procedures for handling grievances.
- * Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.
- * Safety practices and principles.

A Working Knowledge of:

- * Budgeting and financial administration.
- * Memoranda of understanding as they apply to subordinate personnel.

A General Knowledge of:

- * City personnel rules, policies, and procedures.

The Ability to:

- * Plan, organize, and direct division level activities performed by a staff of analytical and technical employees.
- * Develop new policies and procedures for increasing the revenue-generating capability of the City's parking meter program.
- * Establish and maintain a work environment to enhance both employee morale and productivity.
- * Monitor staff development and need for training.
- * Develop and maintain cooperative relationships with other departmental, City, and governmental agencies, and civic organizations.

- * Deal tactfully and effectively with department management, subordinate supervisors and employees, City Council and Transportation Commission members, and the public.
- * Write clear and comprehensive reports.
- * Speak effectively before groups.
- * Evaluate new parking meter devices and make recommendations on their use.

Minimum Requirements: Two years of full-time paid experience in a class at least at the level of Senior Management Analyst which provides experience supervising either:

- * People who analyze parking regulations, parking meter security operations, and parking enforcement activities.
- * Administrative or technical personnel who work in an organization with a diversified work program which involves both office activities and field crew operations.

OR

Three years of full-time paid experience as a Parking Meter Technician Supervisor for the City of Los Angeles.

License: A valid California driver's license is required.

Physical Requirements: A Parking Meter Program Manager must have the strength to lift five pounds and occasionally over fifteen pounds. He/she must have good speaking and hearing abilities and good eyesight.

Those with medical limitations may be able to perform the duties of some of the positions in this class with reasonable accommodation. The decision to accommodate someone's medical limitations will be made on an individual basis and depends on the types of medical limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.