



Parking and Mobility Manager

Bargaining Unit: General Employee

CITY OF SAN MARCOS, TX
Revision Date: Dec 20, 2018

SALARY RANGE

\$29.70 - \$44.54 Hourly
\$61,776.00 - \$92,643.20 Annually

JOB SUMMARY:



JOB SUMMARY

The Parking and Mobility Manager will improve overall mobility by coordinating pedestrian, cyclist, vehicular, and public transportation. This position is responsible for the planning, coordination and management of the City's Park Management Program and Mobility Programs; development and administration of program budgets.

ESSENTIAL FUNCTIONS AND DECISION MAKING:

ESSENTIAL FUNCTIONS

1. Plans, coordinates and manages the Parking Management Program and Mobility Programs for the City of Sa
2. Implementing the "Parking Program Framework Plan," the "On-Street Paid Parking Implementation Plan," an parking and mobility-related plans and policies, including the Downtown Master Plan and the Transportation Ma
3. Developing and implementing transportation demand management strategies to discourage solo driving and use of transit, shared mobility services, cycling, and walking.
4. Providing administrative support to the Parking Advisory Board and administering all Parking Benefit Districts the City Council.
5. Researching, developing, communicating, monitoring, and implementing policies, procedures, codes, standa regulations, and recommending improvement as necessary.
6. Promoting teamwork within the organization, taking an active role in seeking mobility solutions by adapting e; to emerging trends and best practices.
7. Managing all contracts or permits for shared mobility services, including and not limited to, dockless bike sha share.
8. Managing the planning, acquisition, and development of parking projects and facilities, and other public work urban mobility, such as cyclist and pedestrian facilities.
9. Negotiating and executing into lease agreements and other contracts with private property owners for the de construction, and management of off-street parking facilities.
10. Collaborating with community stakeholders to achieve transportation demand management goals and objec improved parking access for patrons of local businesses, and providing mobility options for employees of local l
11. Preparing and making presentations to City Council, City staff, advisory boards, civic/community groups, an organizations and businesses as necessary.
12. Working with other City staff and departments to provide an exceptional customer experience to the public ; business community.

DECISION MAKING

- Hires, trains, supervises, and evaluates the performance of assigned personnel.
- Planning and managing resource allocations; assuring efficient operations and cost-effective practices; m collection, analyzing and reporting of operational, budget and financial data; analyzing future needs and c and resource requirements.

MINIMUM REQUIREMENTS AND PREFERRED QUALIFICATIONS (SALARY DEPENDENT UPON QUALIFICATIONS):**MINIMUM REQUIREMENTS**

- Bachelor's degree in finance, urban planning, public administration, engineering, or a closely related field degree preferred).
- Additional work experience above the required minimum may be substituted on year for year basis for car a bachelor's degree.
- Five (5) years progressively responsible experience in program development and management, planning development services, contract management and administration, budget preparation and monitoring, and supervision.

- Must possess a valid Texas Driver's License with an acceptable driving record required.

CORE COMPETENCIES AND PHYSICAL DEMANDS:**CORE COMPETENCIES**

- Ability to handle confidential data, to follow written and oral instruction, must be able to maintain courteous communication clearly and concisely. Professional appearance is essential to this position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical requirements include lifting up to 20 pounds occasionally. Subject to sitting, vision, hearing and talking handling and fine dexterity frequently; standing, walking, reaching, balancing and foot control occasionally; lifting pushing/pulling, kneeling, crouching, crawling, bending, twisting and climbing rarely.

Safety sensitive position.