

## Parking Services Account Specialist (Temporary)

### DEFINITION

Under supervision of Assistant Public Works Director, provides support for the parking services unit of the Public Works Department until Parking Services Manager and AOSIII positions can be filled.

This would be a temporary position to be filled by a temporary agency in the absence of both the Parking Services support position (AOSIII) and the Parking Services Manager (due to retirement).

### EXAMPLES OF DUTIES

Administers the City's Off Street Parking Management Contract with Parking Concepts, Inc., monitors accounts receivable and payable for all of the City's off-street parking facilities, serves as liaison between the management companies and the Assistant Public Works Director, arranges for garage maintenance and repair work, purchasing of services and supplies necessary for the safe and efficient operation of the City's off-street parking services.

1. Provides basic monitoring, auditing, reconciliation and reporting of daily and monthly revenue reports and audit and adjustment of invoices received from parking management companies;
2. Monitors the day-to-day administration and operation of the City's off-street parking garages/lots;
3. Regularly inspects parking facilities to ensure conformance with procedures/policies;
4. Regularly meets with garage management staff to review current reports, issues, practices, repairs, expenses;
5. Oversight of City departmental use and billing of parking cards for Center Street Garage;
6. Posts off-street parking revenue into H.T.E. for Treasury, and providing monthly revenue reports to Treasury and to the City of Berkeley Auditor's office;
7. Purchasing and receiving functions for parking related expenditures;
8. Maintains regular revenue reports and statistical analyses concerning parking related matters;
9. Monitors budgets of parking-related contracts;
10. Forecasts parking revenue for off- street parking matters;
11. Monitors utilization of off-street facilities; and
12. Performs other duties as assigned.

## QUALIFICATIONS

### Knowledge of:

1. Business computer user applications, including a working knowledge of computer applications and parking information systems;
2. Preparing clear and concise records, reports, correspondence and other written materials and making clear oral presentations;
3. Accounting and auditing principles and practices;
4. Principles of computerized electronic revenue control systems;
5. Methods of collecting, recording, and controlling parking fee revenue; and
6. Laws and ordinances pertaining to regulation of municipal parking.

### Skill in:

1. Creating, maintaining and troubleshooting Microsoft Excel spread sheet reports.
2. Monitoring implementation of City policies with regard to cash handling, spreadsheet use, and revenue accounting and related procedures.
3. Preparing complete revenue reports and other written materials such as business documents, and business correspondence; and
4. Preparing, administering and monitoring budgets.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent of graduation from a four-year college with major courses in business administration, public administration, or a closely related field. Cost accounting, and at least two (2) years of experience with management or supervisory responsibility for revenue collection functions or business facility management and development preferably of a large pay parking operation. Progressively responsible related experience may be substituted for the college course work on a year-for-year basis.