



DATE ISSUED: 04/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Parking Office

JOB SUMMARY

Performs responsible work in the coordination of the parking office function. Coordinates the sale of decals, payments for citations and the supervision and training of subordinates. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Police Captain and/or Director of Public Safety

Supervises: Information Booth Attendants and Student Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Provides guidance and supervision to subordinates.
Coordinates the sale and processing of parking permits and receipts of citation payments.
Processes all monies received by the parking office, balances all cash drawers, and tracks deposits for the Denton and Dallas Campuses.
Develops and publishes brochures pertaining to parking operations.
Coordinates the Citation Management System.
Develops and conducts staff training programs.
Initiates all correspondence for parking ticket notices, parking permits, and ticket appeal process notices.
Conducts end-of-day financial audits, including the auditing of credit card receipts.
Uploads and downloads ticket citation records between a hand-held unit and the Citation Management System.
Identifies and acquires outstanding revenues.
Generates citation late notices and notices for unidentified ticket holders.
Process and maintains the student hold list.
Conducts daily database backups.

Researches and audits data integrity.
Provides management with necessary reports.
Performs duties of a Communication Operator/ Dispatcher as required.
Responds to emergency call-out through the department pager system.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college course work preferred.

EXPERIENCE

One years experience in general office or clerical work, preferably with some accounting experience.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move more than 25 pounds.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors primarily in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.