

# Houstonfirst

## Job Posting

<b>Position:</b>	<b>Parking Operations Analyst/Supervisor</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>Department:</b>	<b>Cultural Facilities &amp; Services</b>
<b>Reports to:</b>	<b>Theater District Parking General Manager</b>
<b>Reporting Location:</b>	<b>Theater District</b>
<b>Workdays &amp; Hours:</b>	<b>Flexible Schedule</b> (days, evenings, weekends, holidays)

**SUMMARY:** Assist the Parking General Manager with managing and coordinating the planning, implementation and administration of programs and processes in the daily parking operations. Interface with resident arts groups and City departments, and the general public.

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:** (individual duties, assignments and responsibilities required of the position)

- Monitor financial records, both manually and through automated methods
- Prepare special reports in connection with fiscal records and feasibility studies as assigned or required
- Perform activities, functions and other related tasks and duties as assigned or required
- Implement company policies and procedures fairly and consistently
- Coordinate regularly with other departments to achieve operational goals
- Develop new initiatives to improve productivity and reduce cost
- Manage the day to day operations of Parking Access Revenue Control System/T2 (PARCS) with current operator, including reporting and monitoring
- Administer and maintain various parking programs and monitor parking management contractor's compliance with policies
- Interface with vendors and ensure contract compliance
- Monitor, report and maximize data on LED Matrix, T2 Flex PARCS and PGS database
- Create and maintain a database warehouse
- Create dashboards in T2 Flex – Access Control Uniform Platform
- Report writing using Crystal Report and Excel
- Manage all data operations and generate reports from the following systems: Talk-A-Phone, LED Studio 12, Indect Matrix Messaging, Indect Parking Guidance System, Umojo Intercom Communications, and Exactq Vision Video Management System (VMS).

**SUPERVISORY RESPONSIBILITIES:** (personnel supervision, budgets, performance, etc.)

- None

**EDUCATION AND/OR EXPERIENCE:** (special training, certifications, college degree, etc.)

- Bachelor's degree from an accredited college/university in Business Management, Business Administration or Information Technology or 5 years related experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** (technical, communication, interpersonal, etc.)

- Ability to direct the work of others if assigned or required
- Ability to log information and make mathematical computations quickly and accurately
- Knowledge and ability in the use of a calculator, computer and software applications: Internet, Microsoft Office (Excel, Access, Word); Windows Operating System, and other software applications utilized in the operation.
- Ability to maintain records and to prepare accurate reports and correspondence
- Good written and communication skills
- Must submit to and pass a drug screen and criminal background check
- Possess excellent customer service skills; outgoing and enthusiastic personality
- Display critical/creative thinking.
- Knowledge of SQL query database and SSRS a plus.
- Knowledge of database queries, creating and monitoring tasks related to a database.
- Knowledge of industry best practices in the operation of parking facilities, contracts, and concessions or related industry.
- Knowledge of business finance, accounting, and parking-specific auditing protocols a plus.
- Knowledge of parking systems design and operations a plus.
- Some knowledge of applicable laws, regulations and ordinances related to handling of cash.
- Participated or assisted in a system implementation and integration.
- Design of operational procedures and creative thinking.
- Knowledge of T2 Flex a plus.

**MISCELLANEOUS:**

- Must pass a pre-employment drug test

**WORK ENVIRONMENT:** (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions
- Ability to travel occasionally to industry related events and training/continuing education.

**ANNUAL SALARY:** Commensurate with experience

**POSTING DATE:** August 3, 2017

**CLOSING DATE:** Until filled

**APPLICATION PROCEDURE:**

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at [hfjobapplications@houstonfirst.com](mailto:hfjobapplications@houstonfirst.com)

*The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.*

An equal opportunity employer.