

Houstonfirst

Job Posting

Position:	Parking Coordinator
FLSA:	Exempt
Department:	Cultural Facilities and Services, (Parking Operations)
Reports to:	VP of Parking
Reporting Location:	Partnership Tower – 701 Avenida de las Americas
Workdays & Hours:	40+ hours per week, very flexible includes weekends, Holidays, week days and evenings'

SUMMARY:

Assist the VP of Parking with managing and coordinating the planning, implementation and administration of programs and processes in the daily parking operations. Interface with vendors, different authorities, clients and the general public. Knowledge of TIBA equipment is required.

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.
- Participate in the implementation of divisional initiatives and strategies.
- Practice cost containment strategies, maintaining profitability and growth of area while ensuring compliance with all pertinent company policies and regulatory requirements.
- 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/TIBA (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, TIBA and Indect.
- Create and maintain a database warehouse.
- Create dashboards audit/control with vendors, clients and parking equipment.
- Report writing using Word and Excel.
- Manage all data operations and generate reports from the following systems: TIBA, Indect Matrix Messaging, Indect Parking Guidance System, Intercom Communications and Commend Center.
- Audit at any time any vendors attached to the Parking Operations.
- Respond to client and customer concerns and questions, resolving issues appropriately.
- Maintain collaborative and productive internal relationships with corporate offices/departments and other divisions.

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

- Manage contract workers
- Prepare and manage operations budget

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.
- Strong customer experience skills. Hospitality experience 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.
- Parking experience is required (5+ years).
- Must possess excellent communication, analytical, organizational, presentation, and client service skills.
- Schedule is based on events, Hotel room occupancy and meetings. High flexibility working hours required.

PHYSICAL DEMANDS:

- Willingness to work in the elements – heat, wind, snow, rain, etc.
- Ability to lift, push and pull at least 25 pounds.
- Ability to stand, walk and run for extended periods of time.
- Ability bend, stoop, squat and lift frequently throughout a shift.

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

BENEFITS: Medical, Dental and Vision insurance
 401(K) (100% match up to 6%)
 Paid Holidays (10 Days)
 Paid Time Off (120 hours first Year)
 Health Reimbursement Account and Flexible Spending Account
 Tuition Reimbursement (Up to \$5,200.00 annually)
 Paid Basic Life & Accidental Death and Dismemberment
 Paid Short-term and Long-term Disability Pay



POSTING DATE: July 20, 2021

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

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.

