



DEPUTY EXECUTIVE DIRECTOR

Classification

Exempt, Non-Bargaining Unit

Reports To

Executive Director

Salary Range

FT \$79,273 - \$138,727

Date

August 23, 2021

Job Description

Summary/Objective:

The Deputy Executive Director is responsible for planning, directing and coordinating all daily operations of the Lancaster Parking Authority (LPA) including finance, human resources, administration, customer service and operations, consistent with the goals and objectives set forth by the Executive Director and the LPA Board of Directors. This position is responsible for implementation of business plans and strategic initiatives to accomplish the objectives of the strategic plan.

Essential Functions

- Directs all daily operations of the LPA, including on-street, off-street and enforcement operations, in coordination with the Director of Operations.
- Directs the financial management and customer service functions of the LPA in coordination with the Director of Finance and Administration.
- Provides oversight of the annual operating budget.
- Develops and implements strategic and tactical goals, policies, procedures and priorities for the organization.
- Directs the human resource function including hiring, training, policies and procedures, performance management and employee benefit programs.
- Directs the procurement function.
- Provides oversight to the risk management programs of the organization including emergency contingency planning, safety programs, and business insurance planning.
- Provides oversight of LPA parking consultants and their related contracts.
- Directs and implements major strategic projects including annual garage repair and maintenance projects.
- Ensures a high level of exceptional customer service provided in all functions of the organization.
- Establishes and maintains relationships with key financial and operational service providers including commercial banks, investment banks and companies, insurance brokers and key vendors.

Competencies

- Collaboration – Human Resource Management
- Communication – Respect & Response
- Ethical Conduct – Honesty & Integrity
- Hospitality & Customer Satisfaction



- Problem Solving & Initiative
- Productivity – Delivering Results
- Safety
- Strategic Thinking & Stakeholder Engagement
- Team Member Development

Required Education and Experience

- Bachelors' or Masters' Degree in a relevant field.
- A minimum of 10 years of parking operations management experience.

Additional Eligibility Qualifications

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of laws and regulations governing municipal parking authorities and financial management.
- Proficient with human resource disciplines, laws and regulations.
- Knowledge of municipal, state, and federal laws and regulations related to the operation of a parking authority.
- Ability to lead an engaged team of employees.
- Excellent verbal, written, analytical, interpersonal and organizational skills.
- Knowledge of safety requirements including OSHA, federal and state laws.
- Understanding of construction and rehabilitation process.

Position Type/Expected Hours of Work

This is a full time, exempt position. Days and hours of work are typically Monday through Friday, 7:30 am to 5:00 pm with an occasional ability to work weekends and overtime as needed. As a senior leadership position within the city, must be available on-call 24/7/365 to deal with emergency situations impacting City and parking operations.

Work Authorization/Security Clearance

Candidate will be required to successfully pass drug screen, credit and criminal background checks.

Supervisory Responsibility

This position has supervisory responsibilities.

Work Environment

This position operates in a professional office environment and may be subject to the outside environment for periods of time on a weekly basis.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. At times, this position requires medium work exerting up to 30 pounds of force occasionally.



AAP/EEO Statement

The Lancaster Parking Authority (LPA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the LPA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.