

## **Oncenter/SMG Job Description**

**Job Title:** Assistant Parking Manager  
**Department:** Parking  
**Reports To:** Parking Manager  
**FLSA Status:** FT/Hourly/Non-Exempt

### **Summary**

Monitors and supervises all activities relating to Parking and assists the Parking Manager in all facets of our operations.

**Essential Duties and Responsibilities** include the following.

- Responsible for evening security of the parking garage. Investigates incidents and files incident reports with the Security Department.
- Supervises attendants on duty.
- Responsible for checking money counts at end of each attendants shift. Prepares daily report, to submit to the Finance Office.
- Oversees status of monthly permit holders. Will issue or receive monthly control cards, shut off garage access to permit holders in arrears and update related computer records.
- Issues tickets for pre-pay events to all attendants and instructs attendants pertinent to parking arrangements for each event. Receives tickets and revenue from attendants and prepares deposit.
- Collects payment from monthly permit holders as well as daily patrons.
- Carries out duties of Parking Manager in the manager's absence as needed.
- Performs some garage maintenance and cleaning duties.
- May make minor repairs to Garage equipment and systems as needed.
- Other duties as assigned

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

Bachelor's degree in Business or Hospitality Management

6 months to 1 year related experience and /or training or equivalent combination of education and experience

### **Skills and Abilities**

Excellent organizational, planning and interpersonal skills

Good written and verbal skills

Ability to prioritize multiple projects

Ability to function in a fast-paced, team oriented environment

Demonstrate problem-solving and communication skills

Professional presentation, appearance and work ethic

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of computers and basic computer programs.

Basic Microsoft Office functions preferred

Business writing background preferred

### **Certificates, Licenses, Registrations**

Security officer license preferred

### **Other Skills and Abilities**

Ability to work under limited supervision and to interact with all levels of staff including management  
Ability to work long and irregular hours that may vary due to functions and may include day, evening, weekends and holidays.

**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.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-10 hours daily.

**NOTE:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**To Apply**

Apply at- <https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite>

Hali Greenhouse, HR Generalist  
The Oncenter  
800 South State St.  
Syracuse, NY 13202

Applicants that need reasonable accommodations to complete the application process may contact 315-435-8062

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.