

SMG

Job Description

Job Title: Parking Manager
Department: Operations
Reports To: Director of Operations
FLSA Status: Salaried Exempt

Summary Responsible for overall management of the Parking Department and its operations for all entities of the facility.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Identifies and fills staffing and facility needs for daily and event operations.

Assigns duties and supervises staff..

Monitors parking sales, processes cash receipts and tickets through established internal control procedures.

Coordinates needs with event coordinators and other departments.

Monitors security on all parking facilities.

Handles customer complaints and inquiries.

Monitors and maintains inventory of supplies and equipment.

Provides general maintenance and upkeep of parking equipment.

May assist in preparation of budget as related to parking.

Supervisory responsibilities

Directly supervises employees in the Parking Department. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

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/or experience

2 or more years of college level work in business/sports management or related field

Or equivalent work experience
Working knowledge of parking operations

Skills and abilities

Good communications, leadership and organizational skills
High level of skill in counting cash accurately and handling large volume of cash
Ability to work with the public and professionally handle confrontational situations
Ability to work under limited supervision
Ability to interact with all levels of management, employees and clients
Ability to supervise others
Ability to work flexible and irregular hours, including weekends and nights

Computer skills

To perform this job successfully, the individual should have some knowledge of computers.

Certificates, licenses, registrations

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.

Work Environment

This position may require heavy lifting, climbing, carrying, bending, stooping, and kneeling. This position is routinely required to work outdoors and is exposed to the elements (heat, rain, etc.).

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