



City of Salisbury Parking Supervisor

Fulltime (40 hours) \$32,670-\$33,990 DOQ

Full range of Benefits

Essential Functions: Oversees and facilitates the smooth and efficient operation of the City's parking functions. Operates and maintains the automated parking and permit system including the Database. Responsible for the oversight of weekly meter collections; prepares daily payment reports and billing records. Installs and repairs parking meters; troubleshoots or repairs all parking equipment, gates, ticket dispensers, proximity readers, time clocks, etc. Responsible for inspection and identification of repairs of garage and all parking areas. Must maintain good working relationship with downtown businesses and patrons of the City's parking.

Requirements: H.S. diploma or G.E.D., three years related experience and clean, valid MD driver's license required. Successful candidate requires solid mechanical and building maintenance abilities, either via hands on performance or providing oversight of the work required. Must be proficient in Excel and have experience maintaining a customer database. Demonstrated willingness to research, suggest and apply "Best Practices" and process improvement in parking operations.

Closing Date: Open until filled

APPLY: Submit City application, resume and copy of current driving record to:

Human Resources Dept.

125 N. Division St.

Salisbury, MD 21801

410-548-1065 Fax: 410-548-3748

Web site: www.salisbury.md

E-mail: jobs@salisbury.md

EOE

