

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING AND CAMPING FACILITY SUPERVISOR **DATE: ~~APRIL, 2000~~**

PERSONNEL COMMISSION APPROVAL: FEBRUARY 17, 2021 (Revised)

COUNCIL APPROVAL: APRIL, 2000

JOB CODE: 0133
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

DUTIESJOB SUMMARY

Under general direction, Ssupervises and coordinates the activities and operations of the City's beach parking, downtown parking structure, parking meters, and camping facilities; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the division head.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Community Services Manager

Supervises: Service/Maintenance, Technicians, and Administrative Support staff

DISTINGUISHING CHARACTERISTICS

The primary focus of this position is to exercise supervisory authority and apply analytical solutions in the development and support of parking operations. This position coordinates activities with other divisions and outside agencies, oversees the work of individuals and teams, and provides responsible and complex staff assistance to the division head. The Parking and Camping Facility Supervisor differs from the Parking and Camping Crewleader in that the latter serves as the working supervisor to monitor and oversee the work of crews.

EXAMPLES OF ESSENTIAL DUTIES

- Coordinates the organization, staffing, and operational activities for the City's beach parking, downtown parking structure, parking meters, and camping facilities in a cost-effective manner;
- pParticipates in the development and implementation of goals, objectives, policies, and priorities for assigned areas;

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- aAssists in the development and scheduling of programs and participates in specific event processes to provide a variety of events for citizens as well as to promote growth of tourism in the area;
- identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements;
- directs, coordinates, and reviews the work plan for assigned staff involved in parking and camping program and parking meter services and activities;
- assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; ~~m~~meets with staff to identify and resolve problems;
- selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures;
- participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary;
- provides staff assistance to the division head;
- maintains records pertinent to assigned program activities including records regarding revenues collected;
- prepares and presents staff reports and other correspondence as appropriate and necessary;
- ecoordinates assigned activities with those of other divisions and outside agencies and organizations;
- establishes and maintains effective working relationships with the downtown business association, downtown merchants, beach concessionaires, vendors, contractors, the City's partners in the downtown parking structure, and other City employees;
- attends and participates in committees, task forces, and associations; represents the City with regard to parking, parking meters, camping, specific events, and issues relating to the downtown area;
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- performs related duties and responsibilities as required.

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The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- ~~Operational~~ Operational characteristics, services, and activities of parking/camping facilities;
- ~~T~~ Traffic flow, traffic control, and parking principles and practices;
- Parking meter operations
- ~~e~~ Equipment, methods, materials, procedures, and practices needed to successfully complete projects;
- ~~a~~ Accounting principles and practices;
- Cash handling practices and internal controls
- Occupational hazards and safety practices applicable to maintenance operations
- ~~p~~ Principles of municipal budget preparation and control;
- ~~p~~ Principles of supervision, training, and performance evaluation;
- ~~modern office equipment including computers;~~ Computer hardware and software pertinent to record keeping and operations related to parking and camping
- City and departmental policies and procedures
- ~~p~~ Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Effectively ~~O~~ Oversee the services and activities of a year-round camping and parking facility as well as parking meter activities;
- ~~s~~ Supervise, direct, and coordinate the work of assigned ~~lower level~~ staff;
- ~~s~~ Select, supervise, train, and evaluate staff;
- ~~i~~ Interpret and explain City parking/camping and parking meter policies and procedures;
- ~~r~~ Read manuals, blue prints, diagrams, and other materials that explain and/or clarify practices and procedures;
- ~~p~~ Prepare written bid specifications;
- ~~m~~ Monitor the flow of large quantities of cash or other forms of payment;
- ~~p~~ Prepare clear and concise reports;
- ~~e~~ Communicate clearly and concisely, both orally and in writing;
- ~~e~~ Establish and maintain effective working relationships with those contacted in the course of work;
- Deliver quality customer service
- ~~w~~ Work irregular hours, including nights, weekends and holidays

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Education: High school diploma or equivalent certificate supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in supervision, accounting, business administration or other related subjects. Equivalent to completion of the twelfth grade. Additional specialized training in business administration or a related field is highly desirable.

An Associates (or Bachelor's) degree from an accredited college or university with major coursework in Business Administration, Public Administration or a related field may be substituted for up to two (2) years of experience.

Experience: ThreeFive (5) years of responsible experience in parking and camping facility operations including one year of ~~lead~~ supervisory experience.

Licenses/Certifications: A valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment. Must possess a valid California driver's license; -First Aid card and CPR certification must be obtained within six (6) months of appointment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment combined with outdoor locations. The incumbent uses a computer keyboard and related office equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, and extreme temperatures.

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Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

~~See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

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Rev. Oct 2020 pa

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