

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Parking and Sustainability Coordinator	Job Code: 2090
Date: June 5, 2019	EEO Code: PR
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional and comprehensive work overseeing the City-wide parking program, City sustainability plan, and all related programs and projects.

CLASSIFICATION STANDARDS: The single position allocated to this classification reports to the Community and Neighborhood Services Director and performs all duties under very general direction. This work is distinguished by its responsibility to develop and direct the City-wide parking program and manage the City-wide sustainability plan.

ESSENTIAL DUTIES: Develop strategic and operational plans to meet City parking needs; project City-wide parking requirements and prepare feasibility studies accordingly; research, develop, interpret, communicate, and monitor ordinances, rules, regulations, policies, and procedures; work with City Attorney and Police Department to ensure compliance with State statutes, City Codes, and other rules and regulations; determine need for and manage implementation of revenue and access control systems, parking system management software, video security systems, and parking facility maintenance; coordinate parking service activities with the needs of City departments, residents, businesses, and public and private organizations; create and manage City-wide wayfinding system; may assist with planning, acquiring, and developing parking projects and facilities; may negotiate, review, and administer contracts, agreements, Request-for-Proposals, and bid invitations; represent City parking interests in conjunction with the City's transit program.

Develop strategic and operational plans for City-wide sustainability programs; research, analyze, and track green technology and natural resources use and make policy recommendations; provide vision and leadership in plan development including establishing goals, action items, and metrics and report on the effectiveness of these measures; develop ordinances and policies to meet goals as set forth by the Mayor and City Council; advocate and model sustainability concepts and serve as catalyst for cultural change in the City; integrate sustainability/environmental values into how the City conducts business; research funding sources, including State and Federal grants; apply for and manage grants to seek efficiencies in City practices; oversee project and program management and ensure efficient work completion; lead Employees' Sustainability Committee and coordinate with Police Department, Mayor's Sustainability and Natural Resources Committee, Provo Bicycle Committee, and Provo Neighborhood Program; develop marketing and information dissemination strategies; generate specific studies and statistical/analytical reports; prepare reports, records, and appropriate documentation as required; develop long-term and annual plans and budgets; develop educational and marketing materials; prepare and give presentations to citizens, community leaders, businesses, City employees, and City Council; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Sustainability, Environmental Management, Planning, Public Administration, or closely related field and three (3) years of professional experience in sustainability work and/or parking issues **OR** an equivalent combination of job-related education and experience [substituting each one year (1) of post-secondary education/training for six (6) months of experience]. Master's degree preferred.


License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* principles, practices, and issues of parking, sustainability, and public administration; business practices including marketing; basic terminology, procedures, and analysis of parking and sustainability issues; budget preparation and monitoring; administrative processes; Federal and State grant programs; applicable laws, rules, and regulations. *Skill in:* researching parking and sustainability topics; preparing reports, records, and recommendations; drafting policies and procedures; managing programs and projects; using oral and written communication; using interpersonal relations; using relevant computer and software applications; practicing trust-building behaviors. *Ability to:* read, analyze, interpret, and translate technical and legal data and documents; stay current on nation-wide trends and methods; convert information into easily understood presentations; analyze records and prepare clear and concise reports; plan, develop, organize, and evaluate programs; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and managers; exercise independent judgment while evaluating situations and in making determinations; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards coworkers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Vehicle, telephone, computer, relevant software, and office equipment.

PHYSICAL DEMANDS: Requires sitting at desk using a computer for long time periods, some physical on-site inspections and travel, and other varied physical activities.


ENVIRONMENTAL FACTORS: Primarily inside office work; includes some site visits. May include exposure to high-stress situations or environments, including the meeting of strict deadlines and contact with the public, business owners, other governments or other community members in confrontational or uncomfortable circumstances. May involve occasional to frequent exposure to adverse weather conditions and the hazards of "hard hat" construction areas.



 Department Director



 Date



 Mayor/Chief Administrative Officer



 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.