

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Parking Enforcement Supervisor  
Code: 16348  
Salary Grade: 55  
FLSA Status: Non-Exempt  
Department/Division: Parking and Transportation Services/Business Administration  
Reports To: Assistant Director, Parking and Transportation Services

---

## *Summary*

- Function: To provide supervisory skills for parking service.
- Scope: Responsible for supervising and staffing parking controllers and information desks and booths. Ensures uniform and consistent application of University parking rules and regulations.

## *Duties*

- Typical:
  1. Supervises parking controllers; creates schedules, assigns workload, assesses performance and counsels employees.
  2. Ensures adequate staffing for parking lots, information booths and reception areas.
  3. Hires and trains parking controllers.
  4. Assists in coordinating parking services and staffing for special events.
  5. Assists in the development and implementation of policies and procedures for parking services.
  6. Resolves or refers customer complaints.
  7. Performs other duties as assigned.
- Periodic:
  1. Performs duties of subordinates, when necessary.
  2. Assists in the preparation of reports and announcements.

## *Education*

<b>Required</b>	<b>Preferred</b>
High school diploma or GED.	College coursework in a related field.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of supervisory experience.	Two years of supervisory experience in parking enforcement, security, police, or other enforcement position.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer, standard office equipment, hand-held ticket writer and immobilization devices.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions. Exposure to seasonal weather while driving or walking on campus to train and evaluate subordinates.	May require evening and/or weekend work for special events.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from Assistant Director.	Direct supervision to parking controllers.

***Accuracy***

Proficiency in all phases of the duties performed.
--

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
---

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
---

