



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

POSITION: Director of Parking and Transportation

EEO# BO 16-15

RESPONSIBILITIES:

- Hires, trains, supervises, directs, and leads departmental team members, including assistant and associate directors, administrative support staff, logistics staff, and enforcement staff.
- Develops and implements short- and long-term strategic plans for the department.
- Develops effective management systems that ensure quality customer service to students, faculty, staff, and guests.
- Develops and implements policies for parking services, parking facilities, parking fees, parking lots, and transportation services, including on-campus shuttle service and charter bus services.
- Develops and manages departmental budgets in accordance with University auxiliary operations expectations.
- Interacts frequently with students, faculty, staff, and guests.
- Anticipates campus parking and transportation needs and develops a comprehensive service delivery model that meets the community's needs.
- Initiates and oversees technology initiatives that improve service and efficiency (T2 Ticketing System, License Plate Recognition, Web-based permit sales, pre-sales of athletic event parking, pay stations for hourly parking, etc.)
- In coordination with the University's business office, designs and executes a system of internal controls that provides reasonable assurance that the department operations, including revenue collection, are effective and efficient, departmental assets are safeguarded, departmental financial information is reliable, and the department complies with applicable laws, regulations, policies, and best practices.
- Serves on University committees and task forces.
- Conducts outreach to University academic and administrative departments to identify issues impacting campus parking and transportation services and facilitates problem solving resolutions.
- Oversees fleet services and management for the University's fleet of passenger buses.
- Develops and implements an efficient system of petitions and appeals of parking violations.
- Conducts transportation demand analysis to ensure efficient and fiscally responsible management of University transportation systems.
- Ensures all applicable safety practices are followed in the management and operation of the University's transportation efforts.
- Provides leadership for related construction projects (lots, garages, etc.).
- Justifies expenditures.
- Conducts regular financial analyses of departmental practices and proposed new initiatives to determine feasibility and cost.
- Prepares and submits financial reports, including budget variance reports and revised year-end projections monthly.
- Reports other data weekly, monthly, quarterly, or annually in compliance with University, divisional, or supervisor expectations.
- Ensures departmental compliance with State of Louisiana, local, and federal motor pool regulations, policies, procedures, and reporting requirements.
- Ensures proper safety-related policies and procedures are implemented related to buses, vehicle maintenance, driver training, vehicle inspections, and all departmental activities.
- Ensures proper record management for department.
- Conducts traffic and parking studies and makes recommendations for changes to improve service and efficiency.
- Coordinates physical plant maintenance of parking lots, driveways, parking garages, and parking control devices.
- Becomes involved in regional and national professional associations, staying abreast of current trends and best practices in the industry, and serves as the campus expert in parking and transportation services.
- Performs additional duties as assigned.

QUALIFICATIONS:

- Must have thorough knowledge of parking systems, traffic and parking control devices, revenue control procedures, computerized record keeping systems, transportation systems, parking space allocation, research techniques, and current relevant laws, trends, and best practices.

- Must be able to quickly analyze and synthesize data and make recommendations. Must be able to provide a cost analysis of current and proposed practices, have a proven track record of maintaining a financially stable department, and must have excellent problem-solving, negotiation, and communication skills.
- Must be able to articulate thoughts clearly, concisely, and correctly, both verbally and in writing.
- Intermediate to advanced knowledge of Microsoft Excel is necessary to be successful in this position.
- A bachelor's degree in business, public administration, transportation management, or a related field is required.
- Candidates must have at least 5 years full-time, post-degree, professional experience in parking and transportation management, higher education administration, or a related field. At least 3 of those years of experience must be supervisory experience.
- Candidates invited to interview will be required to demonstrate proficiency with Microsoft Excel and budget analysis as part of the interview process.

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: 7/15/2016

APPLICATIONS:

Applicants should send a cover letter, resume, and list of three references to:

Gray Bekurs
 Director of Real Estate
 University of Louisiana at Lafayette
gxb6149@louisiana.edu

The cover letter should address, at minimum, the following:

1. Your experience and training in: a) parking management, b) transportation management, and c) administrative experience (budgeting, forecasting, etc.). Please address the nature, scope, and level of your responsibility.
2. How you would define excellence in campus transportation services.
3. Examples of your previous successes in analysis and implementation of new business practices and the measurable results achieved.

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and

the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>