



# VACANCY ANNOUNCEMENT

**Position:** PARKING PLANNER II

**Posted:** 04/15/2016

**Application Deadline:** 5/13/2016

**Department:** Operations | Planning

**Job Type:** Full Time | Regular | Exempt

**Annual Salary:** \$ 54, 288

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## GENERAL DESCRIPTION

The Parking Planner II will examine parking issues at a neighborhood level and work with community stakeholders in developing solutions. The position will also conduct parking studies, evaluate on-street parking regulations, and provide recommendations to improve upon current operations. In addition, will collect and maintain data using GIS (geographical information system) software.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**This list is not inclusive and this position may require related duties not listed, if necessary, to accomplish the work of this organization:**

- Meet with community members, other City staff, and/or developers about events or developments that may affect parking in a particular area, including multiple planning meetings, developing agendas and facilitating/leading meetings;
- Act as liaison and representative at inter-agency meetings such as Site Plan Review, Planning Commission Hearings, and Task Force meetings;
- Investigate City Council Bills that require comments from the PABC, draft comments for the Executive Director's signature, submit, and attend associated hearings at City Hall;
- Conduct site visits, reaching out to other agencies for information, and researching current legislation;
- Design and conduct field investigations which *sometimes* covers weekends and nights and analyze data to assess the occupancy of parking supply;
- Based on observations made by community members, other City staff, or developers, design a method of investigation: create map of study area, design study table, and select times of study. Synthesize data and conduct basic statistical analysis using Excel;
- Provide updates to community stakeholders as study is being conducted and create presentation of results;
- Collect, record and regularly update base level parking and related transportation information for neighborhoods, and analyze to help inform parking management decisions
- Investigate best practices in parking, as well as recommendations made by community members, and make recommendations based on results;

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- Gather geographic data and develop files and database structures and data collection methods for geographical software (GIS);
- Create and maintain a GIS-based parking supply database; create utilization maps that include results from field investigations;
- Make stylistic decisions regarding symbols, colors, and labels for easy to read maps used at meetings and in reports;
- Make overall recommendations for equipment needed for parking studies or policy changes;
- Research and make overall recommendations for tools and equipment (example License Plate Recognition LPR equipment and software) needed for parking studies or policy changes and help train staff on new equipment and foster the implementation of new policies;
- Assist with the evaluation of possible car sharing locations and support the associated community outreach
- Perform other duties as assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Master's degree in Planning, Transportation Planning or a closely related field and no experience required; or
- Bachelor's degree in Planning, Transportation Planning or a closely related field and minimum of 2 years Planning or closely related experience; or
- Minimum of 8 years of Planning or closely related experience required if no degree held.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of all aspects of the Parking Authority such as off-street operations, on-street regulations, and other City codes regarding parking;
- Knowledge of current City code and staying abreast of current trends in parking from reading industry publications;
- Knowledge of events taking place in communities such as development projects and land use changes;
- Knowledge of and ability to use typical computer operating systems and programs, including word processing, database, mathematical, e-mail communication, etc.;
- Ability to provide solutions to a wide range of problems, which may be considered imaginative, thorough, and practical;
- Ability to work on and solve problems that may be considered unusually complex;
- Ability to communicate with employees, customers and external community public;
- Knowledgeable of presentation style and ability to represent the company as a primary contact on projects to other employees and members of the public;
- Ability to interact with media and other external sources;
- Skilled research techniques with ability to apply technically and strategically to company procedures and policies;
- Team management and task assignment skills to oversee the work of others;
- Knowledgeable of research techniques of budget and financial implications to department operations;



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- Ability to manage a departmental budget or monitor expenditures, providing oversight of allocated funds;
- Knowledge of typical money collecting processes and policies of the organization that may be involved in job responsibilities;
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Ability to write reports, business correspondence, and procedure manuals;
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables;
- Ability to respond effectively to the most sensitive inquiries or complaints;
- Ability to write speeches and articles using original or innovative techniques or style;
- Ability to make effective persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

## **PHYSICAL REQUIREMENTS**

This job occasionally requires stooping or bending. Occasional light lifting, such as three or four reams of paper, or other materials (up to 20 pounds) may be required. There are no major sources of discomfort; work is essentially conducted in a normal office environment with acceptable lighting, temperature and air conditions.

**Submit Resume and Cover Letter by Closing Date to PABC c/o Employment Opportunities, 200 W. Lombard Street, Suite B, Baltimore, MD 21202 or via email to [EmploymentOpportunities@bcparking.com](mailto:EmploymentOpportunities@bcparking.com)**

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The Parking Authority, a quasi-city agency of the City of Baltimore, is an equal employment opportunity employer and strictly prohibits discrimination and unfair employment recruitment, hiring, selection, transfers and promotion on the basis of race, color, gender, religion, age, national or ethnic origin, disability, marital status, sexual orientation or veteran status. The Parking Authority is a smoke-free and drug-free workplace. We encourage a diverse work environment.

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