

Culty or Professional Vacancy

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Cleveland State University



2121 Euclid Avenue
Cleveland, Ohio 44115

Date June 16, 2009

Department Parking Services
Position/Title/Rank Assistant Director - Revised

MINIMUM QUALIFICATIONS: Bachelor's degree in engineering, business or related field. Three to five years experience in management and maintenance of mixed-use or parking facilities. Knowledge of staffing requirements and standards for such facilities. Experience in budget development and cost estimating. Ability to make administrative/procedural decisions/judgments and to communicate effectively both orally and in writing. Strong interpersonal skills and customer service orientation. PC competency. Valid driver's license. Ability to work a flexible schedule. Supervisory experience.

PREFERRED QUALIFICATIONS: Master's degree. Seven plus years experience in management and maintenance of mixed-use or parking facilities. Prior management experience in collegiate or commercial parking operations.

DUTIES: Responsible for management and maintenance of all parking facilities owned and operated by the University. Develops short and long-term plans for maintenance, repair, replacement and or improvement of parking facilities and equipment, including technological enhancements. Responsible for developing and monitoring budgets for facilities personnel and maintenance expenses. Monitors payment receipt and enforcement activities performed by field personnel. Supervises all parking field personnel. Provides leadership in the absence of the department director. Interacts professionally with all internal and external customers using strong interpersonal skills.

Employment is conditioned on the successful completion of a criminal background check.

APPLICATION REQUIREMENTS: Cover letter; resume and complete contact information for three (3) professional references. Applications will be exclusively accepted online at <http://hrijobs.csuohio.edu>. Mailed or emailed application materials will not be accepted.

Salary Range: \$42,120 - \$54,704

SEIU Represented: Yes ___ No
Salary Grade: 6
(Professional Staff Only)

Application Deadline: 7/14/09

Posting Date: 8/15/09

Contact Person: Kathleen Mooney