



General Position Information

Job Title	Parking Analyst I		
Position Reports to:	Executive Director & On-Street Parking Division Manager		
Department	Operations	Salary	\$25.66 / Hour
Division	On-Street Parking	FLSA Status	Non-Exempt
Section	Parking Meters	Pay Grade	110
Work Location	211 N. Paca St, Baltimore, MD 21201	Employment Type	Full Time (temporary – 6 months)

Job Summary

The Parking Analyst I is responsible for collecting real-time, on-street and off-street data collection of parked vehicles in metered areas of Baltimore City for the Parking Meters section. The position will collect, record, and analyze the collected data for reporting purposes.

Essential Duties and Responsibilities

- Walk and/or drive a city vehicle to various assigned locations throughout the city;
- Count and record the number of vehicles that have either paid to park, not paid to park, or have been cited for non-payment to park;
- For non-payment parked vehicles, record the last date/time of the citation given;
- Use a handheld device and/or notebook to record collected counts;
- Transfer collected information to Excel or other programs;
- Analyze the collected information by type to create spreadsheets and reports;
- Write clear, understandable correspondence in emails and memos regarding findings;
- Collaborate with supervisors, operations and meters team to ensure understanding of duties and activities, accuracy of data collection, and work performed;
- Follow PABC and City of Baltimore (COB) policies and procedures as required;
- Perform other duties as assigned.

Supervision Received and Exercised

Work is assigned and performed under direct supervision with guidance and established procedures. Changes to policy, procedure or assignments must be referred to a supervisor. This position does not oversee the work of other personnel.

Qualifications

- High school diploma or GED required, advanced training or education preferred;
- Data collection and data analysis experience required.
- Minimum of two years related experience preferred.



Knowledge, Skills, and Abilities Requirements

- Knowledge of the Parking Authority operations and city government;
- Knowledge and ability to fully use Microsoft Outlook, Word, & Excel;
- Skilled in various forms of technology, such as a handheld device;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to generate and write routine correspondence and reports;
- Ability to speak effectively to present information to supervisors and/or other team members of the organization;
- Ability to maintain professionalism when assisting customers, co-workers, and management of the organization;
- Ability to work a flexible schedule to include weekdays and weekends, daytime and evenings.

Physical Requirements

Work is performed indoors and outdoors. The office environment has regulated office temperatures and lighting. The noise level can occasionally be moderate. The outdoor environment is conducive to outdoor weather conditions. The position frequently requires sitting, standing, bending, using hands and reach with hands and arms, walking and driving a city vehicle. Occasional light lifting, of up to 20 pounds may be required. Specific vision abilities required are close and distance vision and ability to adjust focus.

	Additional Requirements
<input type="checkbox"/>	PABC Job Application
<input type="checkbox"/>	Criminal Background Check
<input type="checkbox"/>	Proof of Education, Training Qualifications, and Certifications
<input type="checkbox"/>	In order to be considered for this position, an individual must possess (and maintain) a valid Class C, Noncommercial Driver’s License with good standing of 3 points or less. Qualified candidates will be required to provide a certified copy of their most recent Motor Vehicle Record, minimum 3 years, before/or at the time of an interview.
<input type="checkbox"/>	Must be able to obtain a City of Baltimore Driving Permit from the Division of Occupational Safety, Bureau of Risk Management Office within the Probationary Period. Must be able to maintain a City of Baltimore Driving Permit at all times in order to remain employed with the Parking Authority of Baltimore City.



PARKING AUTHORITY OF BALTIMORE CITY
JOB ANNOUNCEMENT: #OPERTEMP106



The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This is an at-will position; the position may be eliminated at any time and your employment within the position may be terminated at any time. This and all organization positions are subject to transfer, based on company need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Parking Authority of Baltimore City is an Equal Opportunity Employer and considers qualified applicants without regard to race, color, creed, religion, national origin, sex, age, veteran status or any other protected status under federal, state, or local law.

**Submit Resume and Cover Letter to
PABC c/o Employment Opportunities, 211 North Paca St.,
Baltimore, MD 21201 or via email to
EmploymentOpportunities@bcparking.com**

The Parking Authority, a quasi-governmental 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. The Parking Authority is a smoke-free and drug-free workplace. We encourage a diverse work environment.