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| Job Title | Parking Planner I |
| Position Reports to: | Division Manager, Parking Planning |
| Department | Operations | Salary | $49,645.80 |
| Division | Planning | FLSA Status | Exempt |
| Work Location | 200 West Lombard Street, Suite B | Pay Grade | A06 |
|  | Baltimore, MD 21201 | Employment Type | Full-Time |

**General Position Information**

**Job Summary**

The Parking Planner I will examine parking issues at a neighborhood level and work with other parking planning staff to develop solutions for community stakeholders as well as coordinates site and field investigations for the installation and removal of parking regulations and meters. The position will assist with parking studies, evaluate on-street parking regulations, and provide recommendations to improve upon current operations. Additionally, will collect and maintain data using GIS (geographical information system) software and other mapping software.

**Essential Duties and Responsibilities**

* Meet with community members, other City staff, and/or developers about events or developments that may affect parking in a particular area;
* Act as liaison at inter-agency meetings such as Site Plan Review, Planning Commission Hearings, and Task Force meetings;
* Develops and coordinates site and field investigations for the installation and removal of Meters, Truck Loading Zone, Passenger Loading Zone, Valet Zones, Cab Stands, Reserved/Special Parking, No Stopping (Tow Away) for curb cuts and Residential Parking;
* Measures specific locations for their installation while working in inclement weather as well as an office setting;
* Conduct occasional site visits, reaching out to other agencies for information, and researching current legislation;
* Design, conduct, and assist in field investigations and analyze data to assess the occupancy of parking supply;
* Provide updates to community stakeholders as study is being conducted and create presentation of results;
* Reviews and analyzes site plan, subdivision, developer agreement and city council bill requests and maps for future development and recommends changes including through written responses;
* Research and analyze requests while reviewing the impact of any modification to existing programs which may affect other agencies;
* Prepares work orders and reports indicating my recommendations and actions and obtains needed Miss Utility clearances;
* Maintains relationships with other City Agencies as well as Neighborhood Communities concerning current and future developments;
* Reviews and modify changes to current and new parking ordinances as well as consulting with other agencies.
* Attends meetings for special event projects and coordinates timelines for completion;
* Communicate with other agencies, the public and internal customers including peers and management via phone, emails and in person in a positive, profession manner within a timely fashion to provide the best solution for various parking concerns;
* Investigate and research best practices in parking, as well as recommendations made by community members, and make recommendations based on results;
* Gather geographic data and develop file 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 recommendations regarding symbols, colors, and labels for easy to read maps used at meetings and in reports, receive feedback from other parking planning staff;
* 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;
* Perform other duties as assigned.

**Supervision Received and Exercised**

This position works under general supervision with little functional guidance, following established procedure; situations are rarely referred to a supervisor unless a change to policy or procedure is involved. This position does not supervise other staff members.

**Qualifications**

* Bachelor’s degree with no related experience, two years related experience preferred; or
* Minimum of 6 years related experience if no degree held.

**Knowledge, Skills, and Abilities Requirements**

* 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 provides 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;
* Knowledgeable of research techniques of budget and financial implications to department operations;
* Knowledge of typical money collecting processes and policies of the organization that may be involved in job responsibilities;
* Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry;
* 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**

The office environment is conducive with regulated office temperatures and lighting. The noise level can occasionally be moderate. The position regularly requires the employee to sit, stand, walk, stoop, bend, use hands and reach with hands and arms. Occasional lifting, such as three or four reams of paper, or other materials (up to 40 pounds) may be required. Specific vision abilities required are close and distance vision and ability to adjust focus. The out-of-office environment is conducive to outdoor weather conditions and is also part of this position. **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**

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|  | **Additional Requirements**  |
| ☐  | Computer Skills Assessment |
| ☐  | PABC Job Application |
| ☐ | Criminal Background Check |
| ☐  | Proof of Education, Training Qualifications, and Certifications |
| ☐ | 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.  |
| ☐ | Must be able to obtain a City of Baltimore Driving Permit from the Division of Occupational Safety, Bureau of Risk Management Office and must maintain the permit during employment with the Parking Authority of Baltimore City  |

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 this job. Parking Authority of Baltimore City is also an Equal Opportunity Employer and does not discriminate based upon sex, race, creed, color, national origin, or any other legally protected status.

**Submit Resume and Cover Letter by Closing Date to**

**PABC c/o Employment Opportunities, 200 W. Lombard Street, Suite B,**

**Baltimore, MD 21201 or via email to**

**EmploymentOpportunities@bcparking.com**

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